

# Series 5000

5131.1 (a)  
Regulation

## Business and Non-Instructional Operations

### Transportation

#### Routes and Services

- A. By August 15th each year following consultation with bus contractors/transportation supervisors, student school bus schedules and stops will be developed by the bus company in collaboration with the Superintendent of Schools. These schedules and stops shall be in writing, as will any adjustments made during the year, and shall be published in local area newspapers prior to the opening of schools and posted at appropriate locations throughout the town.
- B. Weather conditions need to be considered when determining whether buses are on the road.
- C. To ensure that all students arrive at their destinations safely, the Principal or designee remains at the school until all buses are empty after afternoon routes.
- D. The National Highway Traffic Safety Administration has developed guidelines for the safe transportation of preschoolers on school buses. The guidelines, which are not law but represent best practices, recommend that all preschoolers be transported in federally approved child restraint systems. Eastford preschool students who are not at least four years old will use school-purchased federally approved child restraint systems when they ride school buses. The principal may require students who are four years old or older to use a car seat after consultation with parents.
- E. All school buses have a definite approved seating capacity which cannot be exceeded. Because school buses are scheduled for maximum use of stated capacity, students must ride to and from school on buses to which they are assigned. For special circumstances and events, exceptions permitting students to ride different buses to different locations, or the same buses to different locations, from their residences will be made only upon parental request and approval of the school Principal or his/her designee providing:
  1. space is available on the route;
  2. different student destinations do not alter existing routes.

Special events include, but are not limited to the following as long as they are within district: scouts, church functions, music lessons, athletic practices, home care/child care arrangements, occasional social visits to homes of other children, and others as approved by the Principal.

# Series 5000

5131.1 (b)

Parental requests for temporary changes in bus assignments should be in writing. Although not encouraged, in emergency situations, the Principal may approve telephone requests from parents or guardians. Schools will maintain daily logs, with appropriate detail, of requested and approved changes to student bus assignments and school bus drivers will be notified in writing by the Principal's office staff, of any changes in a student's normal bus schedule.

It shall be the responsibility of the school Principal to ensure that buses are not overloaded as a result of special event approvals.

## Parent Responsibilities

- A. Parents are responsible for selecting their children's walking routes to and from bus stops, the school and residence.
- B. Parents are responsible for providing supervision that is appropriate to the student's age, the student's maturity, and conditions at the bus stop.
- C. Parents are considered "partners" in the school district's efforts to monitor safe driving of school buses; therefore, parents should report all incidents of observed school bus speeding, reckless driving, and inappropriate behavior of bus drivers and/or support staff.
- D. Parents are responsible for making certain that their children arrive at the bus stop "on time" and within the approved time frame for school bus pickups for the morning bus routes—at least 10 minutes prior to the scheduled bus arrival.
- E. Parents are responsible for notifying the school district and/or the transportation services provider in writing of the need to remove a student from a bus stop pickup or drop off.

## Grades PK – 8 Guidelines

- A. All PK and Kindergarten students will be dropped off at their assigned bus stops and **must be met by an adult/parent/care giver** or will be returned to the school.
- B. Children in Grades PK through 8 will have the option to remain on the bus. The driver will contact the school office to notify the Principal that the child did not exit the bus.

If a parent chooses to have their child(ren) exercise this option, they should **take time to review the family's procedures and remind the child(ren) of the process.**

The bus driver will, at the end of the bus run, return the student(s) to the school. The school office will contact the parent or an adult authorized by the parent from the Emergency Notification List. The child(ren) must be picked up at the school.

# Series 5000

5131.1 (c)

The bus company **will not** make a second run.

Any time a student is returned to the school, the event creates a burden for the parents, bus company and school staff. It also causes increased anxiety for the children involved. All efforts must be made by the parents/guardians to minimize the need to return a student to the school. If a pattern develops, the Principal/Superintendent will schedule a meeting with the parents to discuss the pattern and consider options.

- C. At the start of each school year or at time of registration for students in Grades PK-8, an Early Dismissal Form, signed by the parent/guardian, confirming receipt of the Early Dismissal Form and this transportation procedure will be completed. The Early Dismissal Form will contain emergency/weather early dismissal options/instructions to the school.