

TRANSPORTATION HANDBOOK for PARENTS of BARNEGAT STUDENTS

Contact us from 5:30 am - 5:00 pm -- Monday - Friday - According to the Barnegat School District Calendar

Bill Cox 609-698-5816 Transportation Coordinator

Transportation Department

ACCIDENTS

In the event of a school bus accident, the procedures listed below will be followed:

- The Transportation Dept. will contact the police and/or ambulance, the School Superintendent and the school principal.

- The school main office will contact the parents of the students on the bus.

It is important that the Barnegat School District have working telephone numbers

from you on file, in case of an emergency. **Please make sure that an**

Emergency Information Form is returned to us on the first day of the school year.

Report any changes immediately so that our files are current.

AIDES

If a school bus has a bus aide who assists the bus driver with the students.

The bus aide must assist students as they get on and off the bus.

The aide must always be near the bus to assist the driver with the students on the bus.

If the bus aide does not perform these duties contact:

Bill Cox 609-698-5816 @ TRANSPORTATION DEPARTMENT

The bus aide may NOT perform the following:

- Bus aides cannot pick up your child and carry your child onto the bus.

- Aides cannot go into your house.

- Aides cannot administer medicine to a student, whether prescribed or over the counter medicine.

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BEHAVIOR: CONDUCT

All students are expected to behave in a proper manner while on the bus. The bus driver must ensure that all students get to their school in a safe and timely fashion. The bus driver will provide a written report noting all misconduct to the school principal. In cases where the safety of the driver, aide or students on the bus is in question or if the safe operation of the bus is impossible, the driver will call the police via the main office and request they respond to the bus location.. Students who exhibit inappropriate behavior on the bus are subject to disciplinary action and may lose their bus privileges.

Please review the following bus conduct rules with your child:

GENERAL RULES

1. No smoking is permitted on any bus operated in the State of New Jersey or on school property.
2. ANY use of tobacco is not permitted on any bus owned, operated or contracted by the Barnegat Board of Education. This restriction includes possession of any type of tobacco, regardless of whether student is smoking, chewing, or simply holding the tobacco.
3. No eating or drinking is permitted on any bus owned, operated or contracted by the Barnegat Board of Education.
4. Students must be seated, facing forward, at all times when the bus in motion. There is to be no sitting or standing in the aisles.
5. Care must be used when entering or exiting the bus. Students must not run, push or trip others. Students must also not delay entry onto or off the bus of other students.
6. No part of the student's body may stick out from a window opening, particularly hands or head.
7. No objects may be thrown on the bus or out the window.
8. Fighting and excessive misbehavior of any kind are prohibited.
9. Exiting from the bus is only through the front door. In an emergency and at the driver's direction, the rear emergency exit may be used.
10. Directions by the driver or aide must be heeded at all times.
11. No foul or abusive language will be permitted at any time.
12. Students will be responsible for any damage they may cause.
13. Seat belts must be worn at all times when the bus is so equipped.
(R.S. 39:3B-11)
14. No sound producing equipment such as radios and CD players may be played on the bus unless done so with headphones where the sound does not annoy or interfere with other students or the driver. Cell phones are permitted but again must be used so not to annoy or interfere with other students or the driver.

SCHOOL BUS DISCIPLINARY PROCEDURES:

Disciplinary Actions pertaining to Unacceptable Student Behavior

Level One Violations

- * **Eating or drinking on the bus**
- * **Repeated shouting or loud noises**
- * **Failing to sit in the seat assigned by the bus operator**

Level One Consequences

First Offense

Verbal reprimand from school administrator/Parent letter

Second Offense

Mandatory 3-Day bus suspension/Parent conference & letter

Third Offense

Mandatory 5-Day suspension from the bus/Parent conf. & letter

Repeated Offenses

Repeated offenses of these infractions must be considered willful disobedience and/or defiance of authority. This will result in suspension from the bus for the remainder of the school year and/or suspension and/or possible expulsion from school.

Level Two Violations

- * Disrupting, distracting or disobeying a bus operator**
- * Failing to utilize required safety equipment on the bus**
- * Getting out of the seat while the bus is in motion**
- * Loud talking, inappropriate remarks, spitting in bus or out of the bus window**

Level Two Consequences

First Offense

Verbal reprimand from school administrator/Parent letter

Second offense

Mandatory 5-Day suspension from school bus/Parent conf. & letter

Third Offense

Mandatory 10-Day bus suspension/Parent conf. & letter

Repeated Offenses

Repeated offenses of these infractions must be considered willful disobedience and/or defiance of authority. This will result in suspension from the bus for the remainder of the school year and/or suspension and/or possible expulsion from school.

Level Three Violations

- * **Placing any body part out of the bus window**
- * **Opening a school bus emergency door and or exiting the bus thru that door when NOT directed to do so by competent authority**
- * **Threats against another while on the bus**
- * **Profanity directed at a district employee while on bus**
- * **Fighting**
- * **Smoking or using tobacco product on the bus**
- * **Opening emergency exit while bus is in motion**
- * **Throwing objects out bus window**
- * **Vandalism (The cost of the repair may be charged to the parents of the concerned student)**
- * **Knowingly boarding the wrong bus or exiting at the wrong bus stop without permission or authority to do so**

Level Three Consequences

First Offense

Mandatory 5-Day suspension from school bus/Parent conf & letter

Second Offense

Mandatory 10-Day suspension from school bus/Parent conf & letter

Third Offense

Repeated offenses of these infractions must be considered willful disobedience and/or defiance of authority. This will result in suspension from the bus for the remainder of the school year and/or suspension and/or possible expulsion from school.

Parents are reminded that WILLFUL destruction of school property may result in the cost of the repair being billed to the student's parent and or custodian.

CHANGE OF ADDRESS/TELEPHONE

The school must be notified when there is a change of address and/or telephone number. If you change your address or phone number, the custodial parent must **immediately contact:**

The MAIN OFFICE of their child's school

Three (3) business days are required to implement any transportation changes resulting from the change of address.

CHANGE OF PICK-UP/DROP-OFF ADDRESS

Other than an address change, the school district does not allow pick up and drop off changes, except in cases of emergent or urgent need. A student may only use the bus stop and ride on the bus to which he/she is assigned by the Transportation Dept.

Scenarios that may be approved include:

- Serious family illness.
- Home emergencies such as fire or other house destruction.

Scenarios which are not emergent or urgent, and which will not be approved include:

- Joint custody agreements. The student will be assigned one bus and stop only, according to instructions provided by the primary parent as identified on the student's emergency notification form.
- Parent vacation or work travel. The parent is entirely responsible for providing alternate transportation if away from the home for any reason.
- Student employment after school.

Multiple stops (example: Pick-up at one address with drop-off at another address) are not permitted for any reason.

All requests to change the pick-up or drop-off destination must be submitted by the custodial parent in writing, at least three (3) days in advance to:

**Bill Cox
Transportation Department
550 Barnegat Blvd. North
Barnegat, NJ 08005
Fax: 609-698-2984**

If approved, the district will contact you with the updated information

COMMUNICATION WITH BUS DRIVERS/AIDES

The Barnegat School District requires that either the bus driver and/or the bus aide speak the English language fluently. It is important that directions given by the bus driver or bus aide be clearly understood by the students.

Do not discuss problems with the driver or the aide, please call the transportation department if there are any problems.

Parents, guardians and/or the general public are prohibited from going on the bus without the permission of the Barnegat Board of Education.

PLEASE DO NOT GO ON THE BUS!

DROP OFF OF SPECIAL NEEDS STUDENTS

A parent or responsible adult must be at home to receive profoundly handicapped students. The driver must be able to see the parent before the child is dropped off, with the bus driver watching until the student is safely inside the home. The only exception is if the parent comes to the door of the bus and assumes responsibility for the safety of the student as he/she leaves the bus.

Failure to meet a child at home may result in the Barnegat School District contacting the police and/or DYFS and to press charges against the parent for child neglect.

Any student riding the small bus will by default fall under this school policy. For parents who believe their student is capable of being left at home without a parent present, written notification must be provided by the custodial parent in advance to the Child Study Team and noted in the student IEP. In this scenario, the bus driver is responsible for watching to ensure the student enters the house.

DRUG, ALCOHOL, TOBACCO USE

Students are prohibited from possessing, consuming or distributing drugs or alcohol in any form while at school, in co-curriculum programs, on school grounds, attending a school related function on or off campus, **and when coming to and going from school.**

Students are further prohibited from smoking cigarettes or using other tobacco products in any form in school buildings, on school grounds or on school buses.

If the bus driver or the transportation aide observes a student violating the policy by possessing, consuming or distributing drugs or alcohol or if the student appears to be under the influence of a chemical, that behavior will be reported to the school administrator as soon as possible.

EMERGENCY PHONE NUMBERS

The Transportation Dept. needs the latest and most accurate phone numbers of the parents/guardians of our students. Emergencies happen and we may need to contact you. Please provide us with the most current telephone numbers.

INCLEMENT WEATHER

In the event that schools in Barnegat are closed due to inclement weather, there will be no transportation for any students living within the Barnegat School District.

The decision to close school is made for the safety of all students who live within the boundary of the Barnegat School District. Once the decision is made to close school, transportation will be cancelled for students attending school at Barnegat or for students transported by Barnegat to any private, non-public, or vocational school outside of Barnegat.

Parents will receive a phone call from the district's automated messaging system for school Closings and or delayed openings.

In addition, school closing announcements will be made on the following stations:

News 12 NJ , WOBN 92.7 FM, WJRZ 100.1 FM and Barnegatschools.com

Please note: If inclement weather occurs during extended vacation recesses for the Barnegat School District i.e. December Holiday Break, Winter Break, Spring Break, it will be the determination of the Superintendent of Schools in consultation with the Board President and Transportation Coordinator whether Barnegat resident students attending out of district schools which are not on vacation are allowed to be transported to school.

Once again, the safety of the students is the district's paramount concern.

INCLEMENT WEATHER DURING THE SCHOOL DAY

If inclement weather develops during the school day, the Superintendent of Schools may decide to announce an early dismissal for all Barnegat students. Students will be dismissed at 1:00 pm or earlier depending on the weather. Again, parents will receive a phone call from the district automated messaging system and announcements made on the stations noted above.

PASSENGERS: AUTHORIZED

Pursuant to New Jersey State Law, only the following people may be authorized to be on the vehicle:

- Enrolled eligible pupils • School personnel
- Transportation aide's • Public safety officials

Parents, guardians, relatives, friends of pupils, and the general public are prohibited from entering the vehicle. The safety of the pupils on the bus is the district's paramount concern.

PLEASE DO NOT GO ON THE BUS!

PICK UP OF STUDENTS

Please have your child ready and waiting for the bus.

Bus drivers have been instructed NOT to wait for your child.

Bus drivers have also been instructed NOT to stop for any reason once they are in motion and leaving any stop.

Students have been instructed to be at their assigned bus stop (10) ten minutes in advance.

If your child does not appear, the bus will leave and you will be responsible to get your child to school.

Parents/guardians are responsible for the safety of their child/children walking to and from the assigned bus stop and while waiting at the bus stop.

Parents/guardians of students in grades K-2 are reminded to ensure each child's safety; an adult should be present during pick up and drop off.

SEAT BELTS

In accordance with N.J.S.A./ R.S. 39:3B-11, each passenger on a school bus which is equipped with seat belts shall wear a properly adjusted and fastened seat belt or other child restraint system.

Passengers are not permitted to stand while the vehicle is in motion.

SMOKING, EATING, DRINKING PROHIBITED

Smoking, chewing tobacco, eating, and drinking on the bus is prohibited by students, the bus driver, and bus aide.

VEHICLES

Your child will be picked up in a yellow school van or yellow school bus with all the proper warning lights and signs.

The Barnegat School District will at times when a shortage of yellow school buses use cars, station wagons, commercial vans or other non-yellow school bus vehicles.

Again, our goal is to get your child to and from school in a safe and timely fashion. We are receptive to suggestions from parents to help us meet our goal.

STUDENT DRIVERS

Students with a valid driving license may apply for a parking spot at the main office at the High School, and if approved, will be permitted to drive themselves to and from school.

VIDEO CAMERAS

Video cameras and/or audio recording devices may be used on the school vehicle transporting your child. The use of the video camera and/or audio recording devices will aid in monitoring student behavior.