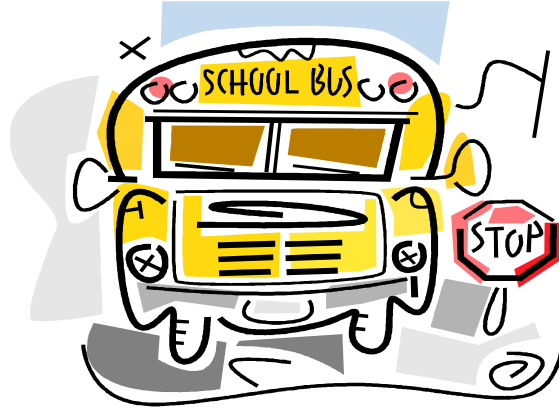


## STUDENT TRANSPORTATION

### \*RULES\*RESPONSIBILITIES\*GUIDELINES\*



ROBBINSVILLE SCHOOLS TRANSPORTATION DEPARTMENT

155 Robbinsville-Edinburg Road Robbinsville, NJ 08691

609-632-0910 ext. 2213 609-371-7961 fax

Transportation Supervisor-Katie Daughenbaugh

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It is the goal of the Robbinsville Schools to provide safe and efficient transportation to its students. The District provides transportation to and from school for all public students in grades K-3. Public school students grades 4-8 who reside more than two (2) miles and public school students grades 9-12 who reside more than two and a half (2.5) miles from their assigned school will be transported. A list of non-public schools for which transportation is provided can be obtained by calling the Transportation Department.

Transportation is provided and supervised under the rules and regulations set forth by the NJ State Bureau of Pupil Transportation as well as the rules and regulations of the Robbinsville School District.

### **ROUTES AND BUS STOPS**

1. Routes are arranged so vehicles serve the greatest number of students safely within a reasonable time.
2. Vehicles will not leave the designated route to pick up or drop off students.
3. Routes and stops are reviewed annually to determine the safest, most efficient, and timely routes.
4. Any questions regarding bus stops and bus routes should be addressed to the Transportation Department, NOT THE DRIVER.
5. There will be no provision or stops at child care providers. The stop must be in the same attendance area and must be five (5) days per week. A written request for approval must be submitted to the Transportation Department at least ten (10) days prior to the start.
6. Students who request to ride another bus may only do so on an emergency basis such as an early dismissal due to inclement weather, AND the Parent/Guardian MUST contact the Transportation Department directly. The request may be denied and Parent/Guardian may have to make other arrangements.
7. Students who request to utilize another bus stop that is not their assigned stop, but is on their assigned route must contact the Transportation Department for approval.

### **ASSIGNMENT OF STUDENTS**

Prior to the opening of school in September, students will be assigned to a specific route and bus stop. Bus passes will be mailed to the students with route, stop location and approximate times. The Transportation Department receives many requests for changing bus stops. These requests must be for safety reasons, and in writing. These requests will be handled as they are received; although NO request will be processed between August 15<sup>th</sup> and September 30<sup>th</sup>.

Drivers ARE NOT permitted to make “special arrangements” for any reason. Driver MUST follow their route description which has been approved by the Transportation Department. Drivers that make “special arrangements” are breaking the law and potentially putting students, parents as well as the district at risk.

### **PARENT/GUARDIAN RESPONSIBILITIES**

The regulations and responsibilities should be reviewed with your child(ren), not only for his/her safety, but to insure the safety of all children riding the school bus.

- \*Help your child(ren) to be on time at the bus stop. It is the Parent/Guardian’s responsibility to transport the child(ren) directly to the assigned school if the bus is missed. **Please DO NOT follow the bus to another stop along the route. Children may only board/exit the bus at their designated stop.**
- \*Do not ask the Driver to stop places other than the designated stops. Drivers do not have the authority to change routes, stops or times.
- \*Instruct your child(ren) to cooperate with the Driver at all times.
- \*Enforce that the bus stop is NOT a playground. Any bike/scooter riding, ball playing, running, etc. is not allowed.
- \*Insist on correct behavior in waiting for and riding the bus.
- \*Accompany very young children to the bus stop each morning and meet the bus each afternoon. In accordance with the recommendations of the American Academy of Pediatrics, Robbinsville Schools require that ALL students grades PK-3 and all special needs students are accompanied at all times at the bus stop by a responsible party. If no one is present for the child, he/she will not be permitted to exit the bus without further instructions from the Transportation Department.
- \*Cooperate with school officials regarding discipline that supports safe riding behavior. Parental assistance in this matter is very important.
- \*If you need to speak to the Driver regarding your child(ren) or routes, please call the Transportation Department directly. Do not delay the bus.
- \*Parents are responsible for any property damage at the bus stop and/or any damage caused to the school vehicle by their child(ren).
- \*Parents are NOT permitted to board the bus for any reason.
- \*The expectation is that all students behave appropriately at ALL times-**remember bus transportation is a privilege.**

### **STUDENT RESPONSIBILITIES**

#### **Before ENTERING the bus:**

- \*Be at your stop at least ten (10) minutes before the bus arrival time. Students should be waiting for the bus; **the bus cannot wait for students.**
- \*Remain at least three (3) GIANT steps from the edge of the roadway-NEVER play or stand in the road while waiting for the bus.
- \*Wait until the bus comes to a complete stop before moving toward the door.
- \*Form an orderly single file line for boarding the bus. Do not push or shove.
- \*Walk facing the bus, do not attempt to come up behind the bus, chances are the Driver WILL NOT see you.
- \*Stay in the “SAFE ZONE”-ten (10) feet in front of the bus. NEVER cross behind the bus and ALWAYS wait for the “Thumbs UP” sign from the Driver before crossing.
- \*Students are responsible for any bus or bus seat damage caused by them, as well as any property damage caused at the bus stop.

### **While RIDING the bus:**

- \*Move quickly to your ASSIGNED seat. Do not stand or mover from your seat while the bus is in motion.
- \*Driver (or School Administrator) will assign seat, sit in your assigned seat to and from school.
- \*Students are required by **LAW** to wear seat belts at ALL TIMES.
- \*Never throw anything out of the bus windows.
- \*Keep hands, arms, and other body parts inside the bus at all times.
- \*Keep feet, legs, and other objects out of the aisle.
- \*DO NOT eat, drink, or smoke on the bus.
- \*Help to keep the bus clean, throw away any trash...do not throw it on the floor.
- \*Do not deface in any way. All students are responsible for any damage they cause to the bus. Report any damage to the Driver. Charges will be made for any damage and bus privilege may be revoked.
- \*Keep conversation at a "normal" volume, with no vulgar language or gestures to the driver, other passengers or passersby. This is a serious safety issue: any distraction may result in a collision.
- \*In an emergency, remain seated and wait for instruction from the Driver.
- \*Musical instruments, athletic equipment, school projects, etc. ARE NOT permitted on the bus UNLESS the student can carry the object SAFELY on his/her lap.
- \*The District/Contractor is NOT responsible for lost, stolen or damaged property.

### **THE DISTRICT MAY USE VIDEO MONITORING DEVICES**

### **ON ALL VEHICLES TO MONITOR STUDENT ACTIVITY**

- \*Move quickly from the side of the bus, off of the roadway.
- \*When necessary to cross the street, move ten (10) feet in from of the bus and wait for the Driver's "Thumb UP" signal to cross. Move quickly to the other side. NEVER GO TO THE REAR OF THE BUS AND CROSS THE STREET!

### **STUDENT DISCIPLINE**

New Jersey Statue 18A:25-2 states:

"The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable student to the Principal of the school which he attends.

A Pupil may be excluded from the bus for disciplinary reason by the Principal, and his Parents shall provide for his transportation to and from school during the period of exclusion."

The driver will forward all written referrals to the Transportation Department for review. After reviewed, the Transportation Supervisor will forward to the appropriate Principal.

- \*First Offense(warning): Discussion with the Principal or Assistant Principal with notification sent to the Parent/Guardian.
- \*Second Offense: Exclusion from the bus for one (1) day.
- \*Third Offense: Exclusion from the bus for five (5) days.
- \*Subsequent Offense: Exclusion from the bus will be determined by the Administration on an individual basis.

Serious violations may require skipping steps and imposing immediate extended exclusions from the bus and/or school.

Examples of serious violations:

Fighting, threatening, or aggressive conduct.

Possession of drugs, alcohol, or weapons.

Lighting a lighter or a match, smoking.

Throwing objects in/out of the bus.

Protruding body parts out of the bus.

Damaging the school bus.

Other threatening behavior/conduct relating to the safety and well being of others.

**THE DISTRICT RESERVES THE RIGHT TO ADD, DELETE, OR MODIFY  
THE CONTENTS OF THIS BROCHURE AT ANY TIME.**

Please visit the district website for more valuable information from the Transportation Department.

If you move please fill out the change of address form located on the district website under the Central Registration tab.

Please allow at least three (3) SCHOOL DAYS before any approved changes are put into effect.

District Website- [www.robbinville.k12.nj.us](http://www.robbinville.k12.nj.us)

Board of Education 155 Robbinsville-Edinburg Rd., Robbinsville, NJ 08691 609-632-0910 609-371-7964 fax

Robbinsville High School 155 Robbinsville-Edinburg Rd., Robbinsville, NJ 08691 609-632-0950 609-371-7961 fax

Pond Road Middle School 150 Pond Rd., Robbinsville, NJ 08691 609-632-0940 609-918-9011 fax

Sharon Elementary School 234 Sharon Rd., Robbinsville, NJ 08691 609-632-0960 609-259-7506 fax

Windsor Elementary School 16 School Dr., Windsor, NJ 08561 609-371-0859 609-448-2352 fax