

PARENTS TRANSPORTATION HANDBOOK

Who can Ride the Bus

Students in grades Pre K -12 are eligible to ride the school bus to and from school. Students within district boundaries that attend non-public schools located within 15 miles of the student's home are also eligible for transportation.

Private / Parochial Schools Transportation

State Education Law requires submitting an application for transportation to Private and Parochial schools by **April 1st** each year in order to provide transportation the following September. This form must be filed by the parent or guardian at the DCS Board Office. Please submit an application whether acceptance by Private or Parochial school is certain or not.

Please mail/ e-mail completed applications to:

Dansville Central School District
284 Main St.
Dansville New York 14437

- **Transportation in excess of 15 miles, (measured from the student's home to the Private or Parochial school) cannot be provided.**
- **Students wishing to bring a friend from another district home aboard a Dansville school bus is prohibited**

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Students Rights & Responsibilities

All students will be afforded four Rights and four responsibilities.

Every student shall have the Right:

1. To keep his/her body and property safe
2. To learn and see clear rules
3. To ride the bus without hearing loud, hurtful, or inappropriate words
4. To get help from an adult

Every student will have the Responsibility:

1. To respect the personal space and property of others
2. Every student will have a responsibility to know and follow all the rules of the bus
3. Every student will have a responsibility to ride the bus without using loud, hurtful, or inappropriate language
4. Every student will have the responsibility to report inappropriate behavior

Safety / Evacuation Drills

Three times each year, the Transportation Department conducts New York mandated safety and evacuation drills. During these drills, students and drivers review safety procedures including exits and equipment.

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Pick-up / Drop-off Times

With the aid of a computerized routing program, your child will be assigned an approximate pick-up and drop-off time. Please understand that these estimated times are generated to aid students, parents and bus driver in starting the new school year. Actual route times will be established throughout the first few weeks of school, after which time schedule variance will continue as a result of routing adjustments, weather, and unforeseen variables. For the safety of child, we ask that your child be at their assigned stop ten minutes prior to pick-up time and that you be home ten minutes prior to the drop-off time to meet your child.

Early Dismissal

As per the dates specified on your school calendar, your child's school will dismiss early. These planned early dismissals present a challenge for both parents and transportation personnel. On early dismissal days, your child's bus driver may be someone other than their regular driver. Accordingly, it is our recommendation that parents plan to be at the stop and or home at the time that their child's school dismisses. This will help ensure that your child is not left unattended at home.

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Bus Passes

To avoid multiple problems, the driver requires a bus pass from the school to alter the destination of the student. A signed note to the school by the parent is the only way to be given a bus pass. This avoids the confusion and the chance of students getting lost or dropped off at the wrong stop. Only one name should appear on the bus pass. Bus passes will be assigned for students riding late buses when staying for clubs or other school affair. Last minute changes to a student's drop off endangers the safety and accuracy of the drop off site at the teacher and drivers level. If changes must be done allow the most amount of time as possible for the school to notify the transportation dept. **No Pass No Ride** is the driver's policy.

Drop off Location

At the beginning of the school year you should fill out a transportation request form for pick up and drop off. There are just two locations on this form **Home** and **Caregiver**. Multiple drop off sites can confuse drivers and the students on what day and where they should be going. Very often a substitute driver or teachers aid may be filling in for the regular driver or teacher, that substitute might not have the knowledge to send the student to the correct bus on that given day. Drop off sites other than Home and Caregiver should be only in a case of emergency and accompanied with a bus pass.

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When is a Student NOT Dropped Off?

Whenever a driver senses that it may not be in the best interest of a child to be left at a stop, the child will be kept on board the bus and the transportation dispatch office notified. The dispatcher will attempt to contact the parent/guardian to notify that the child was kept on the bus and may be returned to the school. Examples of such circumstances include:

- **The lack of adult presence at the bus stop. (PK-2 and Special Needs)**
- **The presence of an unknown or suspicious adult at the bus stop.**
- **Any other condition which the driver deems to be potentially hazardous.**

Procedure for a Student Who is Not Met at the Bus Stop

- Driver attempts to deliver student(s) – if parent or designee is unavailable, driver radios dispatcher.
- Dispatcher places calls to emergency numbers provided by parents/guardians and notifies school administrator's office of potential situation.
- Driver completes route and, if time allows, returns to student's drop-off for second attempt
- If still unable to deliver the student after the second attempt, the student is brought back to the school for parent pick up.

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Parents Responsibility

If parent or designee is unavailable after 2 or more attempts to deliver their student at the identified time and place **3 times** in any 10 month period, transportation services will be suspended until parents come to school for a meeting with the transportation supervisor and school administrators to resolve the issue(s).

A **clearly numbered** mailbox and house will help the drivers find your child and insure a more prompt and safe bus stop.

Student Absence

Parents and guardians of students in the following 3 categories should always report student absences to the Transportation Department Office at 335-4070- prior to pick-up time.

- **Students that reside in remote locations**
- **Students attending private or parochial schools**
- **Any student anticipating an extended absence**

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Lost and Found

The Transportation Department highly recommends that student clothing and other belongings be clearly marked with the student's name for a swift resolution. Most unmarked items remain on the bus for one day, and then unclaimed items will be available at the Transportation Office's lost and found. Students should check with their bus driver immediately after discovering the loss.

Valuable items such as wallets, purses, keys, cameras, eyeglasses, cell phones, calculators and musical instruments are brought to the Transportation Department office for security reasons. Every attempt is made to locate and contact the owner of these items.

You are welcome to stop at the Transportation Department at 9350 Main St to check for any lost items.

Bus and Driver Assignments

Scheduled and unscheduled bus maintenance or New York State Department of Transportation inspections may make it necessary to assign a substitute bus to your child's route.

Occasionally your child's assigned bus driver may be unavailable to drive; therefore, a substitute driver will be assigned.

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Weather Closings

The Superintendent of Schools makes the final decision and local radio and television stations are notified of any closing or delay. We consider many factors while making these decisions, including:

- **Current and projected weather conditions.**
Road patrols by the Town and District report the condition of local roads, sidewalks and parking lots, taking into account snow and ice, as well as other hazards such as downed trees or power lines. These reports also provide an assessment of the progress of snow clearing.

When it is necessary to close or dismiss schools for any emergency, including inclement weather, announcements are made on local radio and television, and on the school's Facebook page usually by 6:30 am.

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Automobile Drivers

All motorists can help make the Dansville Central School District safer for our students by watching for youngsters, especially in the morning and afternoon.

- **It is illegal, and very dangerous, to pass a stopped school bus when the red lights are flashing.**
- **When yellow light are flashing that means that the bus is close and about to open its doors. (Begin to slow down and stop)**
- **You must stop for the red flashing lights on a street, multi-lane highway, divided highway and school grounds.**
- **Cars are not allowed in the school bus loop**