

INTRODUCTION

For forty million students nationwide, the school day begins and ends with a trip on a school bus. School bus transportation has the reputation as being the safest means of ground transportation. The Board of Education and the staff of West Orange are very aware and fully support safe school bus transportation for our children. The rules are applied daily to and from school.

The West Orange Board of Education



The purpose of this pamphlet is to clarify to parents and students their responsibilities and rules in contributing to the safety and efficiency of all the students. Please call the Transportation Department, if you have any further questions. The phone number is 973-669-5357.

Please review the following Bus behavior/safety rules with student(s). Parents play a tremendous role in preparing their child for his/her school day. This information also applies for transportation used during field and athletic trips.

BUS SAFETY REGULATIONS

The school bus is an extension of the classroom and students should conduct themselves in a manner consistent with established standards for classroom behavior and safety.

Students must:

1. Be at their assigned bus stop at least (10) Minutes before the bus scheduled arrival time. During inclement weather, please allow our vehicles extra time to get to their pickup points.
2. Observe the property rights of citizens whose homes are in the vicinity of the bus stops, by not defacing, littering or trespassing on their property.
3. Wait on the sidewalk or the edge of the lane – a safe distance from the bus – until it comes to a full stop.
4. Never walk behind the bus. Walk at least three giant steps from the side of the bus. If something is dropped near or under the bus, the student must tell the bus driver. Never try to pick it up because the driver may not be able to see the student. Cross the roadway in front of the stopped bus only after the driver verifies that warning lamps are operating and indicates that conditions are safe to cross. Cross when the bus driver gives you to sign to cross. Cross in the street in front of the bus, walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before you cross. The driver must always be able to see the student and the student must always be able to see the bus driver. Cross in single file.

5. When boarding the bus, use the handrails to avoid falls. Board the bus without pushing or crowding and be seated quickly. The driver will assign seats.
6. Talk in conversational tones and not become boisterous or loud.
7. Remain seated while the bus is moving and keep all items including, book bags, instruments, and hands in their seat area. Students are allowed only one seat. Items too large to be held on their lap or in their seat area are not allowed on the bus and should be transported by parent.
8. **Wear seatbelts at all times. Failure to do so can result in immediate loss of bus privileges. The state law requires seatbelts to be worn at all times.**
9. Do not open or close windows without the permission of the bus driver. Windows are not to be open more than Half way.
10. Keep arms, hands, and other parts of your body inside the bus. Throwing any objects out of the school bus windows or inside the bus will be grounds for immediate suspension of bus privileges.
11. Do not demonstrate inappropriate behavior including, fighting, profanity, threats, weapons, laser pointers, drugs, and smoking. Such behavior will result in suspension of bus privileges.
12. **Not eating food, snacks, or gum on the bus.**
13. **The use of cell phones is prohibited. No calls, texting or video recording while riding the bus.**
14. Do not tamper with any parts of the bus or equipment. If any equipment, such as seats, windows, seatbelts are damaged, the cost of the repair will be charged to the student assigned to that seat and may result in suspension of bus privileges.
15. Deposit trash and waste paper in the waste container at the front of the bus. **Keep your bus clean!!**
16. Avoid large key chains or dangling objects, from belongings or on the children themselves. These can be dangerous when boarding and departing the bus.
17. In the event of an **emergency** remain quietly seated and await instructions from the driver. Students may be instructed to leave the bus and wait at a safe distance. Students are to fully participate in bus evacuation drills.
18. Cooperate with the driver and behave in a respectful manner at all times.
19. Bus evacuations will be performed twice a year.
21. For the safety of the students, if the student misses their bus, please do not have them walk to the Board Office, ESC or West Orange Bus Garage. Please drive them to school.

VIOLATIONS PROCEDURES

In the event the school bus rules and regulations are not observed, students will be subject to disciplinary actions. Students who are disciplinary problems on the school bus may have their riding privileges suspended. In such cases, the

parents of the students involved become responsible for seeing that the students get to and from school safely.

Along with these procedures, the individual school may also have bus regulations for students to follow.

DO NOT MARK, CUT OR SCRATCH ANY PART OF THE BUS. VANDALISM COSTS WILL BE PAID BY THE PERSON RESPONSIBLE.

Don't use cell phones, iPods, etc. The district is not responsible for damaged or lost equipment.

Video cameras will be used on all buses. Viewing will be by Transportation Director, Principal and any other personnel from the Administration. Videos may be viewed by Law Enforcement Agencies and may be subject to release through a court ordered subpoena.

BUS PASSES

Bus passes are located in the parent portal on Power School. Do not call the transportation office unless your pass is not available on the Parent Portal. A pass will be available to all children who qualify for transportation. Under State Statute 18A:39-1 et seq. a student would have to **live** over two miles from a elementary school and over 2.5 miles from a secondary school to qualify for transportation or in an area designated by West Orange Board of Education policy to be hazardous. There is an exception to this when a child qualifies for Special Education Transportation.

When a student is eligible for a bus pass, it takes three to five days to process from the time a student is registered. The pass will be available on the parent portal. The transportation office will not give you any bussing information for your child. It may take longer than three to five days under certain circumstances.

BUS STOPS

There are streets in West Orange that have been designated hazardous for children on which to walk to school. Because of this, some children may be picked up closer to home than others. There is no set rule on how far a bus stop may be from a child's home. As long as the bus stop falls under the State Statute 18A:39-1eq st. mileage as stated above. This would also include the courtesy late bus if one is provided.

Bus stops may change for different reasons. At any time during the year the composition of students on the route may change. Although students may have been picked up at a bus stop close to or even in front of their homes in the past it does not necessarily mean that the bus stop will remain the same on a year to year basis.

Students moving up from elementary to middle school will most likely be placed on a different bus. That bus most likely will have a different bus stop. It is possible that a student who had walked to elementary school may qualify for transportation upon moving on to a middle school. It is also possible that students who are within walking distance to the middle school may not qualify for transportation. However, they may qualify for transportation once again when they attend high school.

NO SPECIAL REQUESTS

No student will be given a pass if they do not qualify for transportation according to State Statute or West Orange Board of Education Policy.

IMPORTANT PHONE NUMBERS

Transportation Office:
Office Phone: 973-669-5357
Fax: 973-736-5673

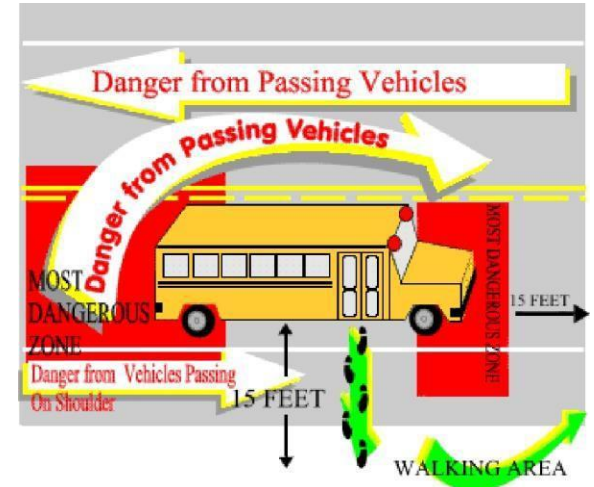
In-district transportation:
Hunterdon Education
Services Commission.
(ESC).
Phone: 973-324-1897/Fax:
973-324-1856

The following agencies transport our out- of- district special education children.

Sussex County Regional Co-op
Phone: 973-398-3583

Essex Regional Education
Services Commission (ESC)
Phone: 973-405-6262

Union County Educational Services
Commission (ESC)
Phone: 908-233-9317



Bus safety always comes first.

WEST ORANGE PUBLIC SCHOOLS

TRANSPORTATION OFFICE

27-41 Standish Avenue West
Orange, New Jersey 07052

(973) 669-5357



TRANSPORTATION POLICIES AND PROCEDURES

