

R 8600 PUPIL TRANSPORTATION

General Requirements - Pupils Remote From School

- A. The Board will transport:
1. Pupils who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.2(a)1. and (a)2., from their assigned district school of attendance;
 2. Nonpublic school pupils who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.2;
 3. Charter school pupils pursuant to N.J.A.C. 6A:3.1 et seq.;
 4. Special education pupils who reside remote from their assigned school and pupils who require transportation services in accordance with their Individualized Educational Program (IEP);
 5. School choice pupils pursuant to N.J.A.C. 6A:27-4.1.

Nonpublic and Charter School Transportation

- A. The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this district.
- B. Pupils living more than twenty miles from their nonpublic or charter school are not eligible for transportation services or aid in lieu of transportation beginning the 2009-2010 school year.
- C. Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:39-1.

Required for all districts that provide less than remote/courtesy busing services for pupils who must walk to and from hazardous routes.

Hazardous Routes



The Board will approve all bus routes each school year. Those bus routes for all non-remote pupils who must walk to and from school along hazardous routes will be designated. The Board will consider, but shall not be limited to the criteria outlined in N.J.S.A 18A:39-1.5 in determining "Hazardous Routes" as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

Charter School Transportation

- A. The Board will provide transportation or aid in lieu of transportation to charter school pupils pursuant to N.J.S.A. 18A:39-1.
- B. The Board is responsible for to and from charter school transportation for the pupils that reside within the district.
- C. Pupils residing within the district that live less than remote from the charter school are eligible for transportation in accordance with the school district's policies for public school pupils.



- D. Pupils who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is provided to other public school pupils residing in the district and in accordance with N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-3.1.
- E. The expenditure for charter school pupil transportation who reside outside of the district or region of residence in which the charter school is located is limited to the annual nonpublic maximum expenditure per pupil in accordance with N.J.S.A. 18A:39-1.
- F. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any other public school, charter school, and/or nonpublic school.

Subscription Busing

Subscription busing shall be provided in accordance with Policy and Regulation No. 8611.

Cooperative Transportation Services

- A. When the Board provides transportation of pupils to and from the county vocational schools and/or pupils classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize Gloucester County Special Services School District for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.
- B. The Board will attempt to use the cooperative services provided by Gloucester County Special Services School District prior to determining to pay aid in lieu of transportation.
- C. The Board will provide Gloucester County Special Services School District with any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation.



- D. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.
- E. Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the Gloucester County Special Services School District or the transportation provided by Gloucester County Special Services School District does not fall within the policies of the Board regarding length of ride and assignment of pupils to a route based on pupil age or classification.

School Bus Use and Standards

- A. The Board requires that all buses bid or purchased shall be equipped with seat belts.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport pupils wear seat belts in the same manner.
- C. The Board requires every school bus bid or purchased that is used to transport public, non-public and/or charter school pupils will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- D. School bus purchase, use and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq.

Operation and Management of Transportation System

- A. The Pupil Transportation and Fleet Maintenance Supervisor shall
 - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;



2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all pupils transported by the Board in accordance with N.J.A.C. 6A:27-11.1 and 6A:27-12.1 et seq.
 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

Bus Transportation

1. Consequences for breaking bus rules

First offense:

Written incident report/parent(s) or legal guardian(s) notified by school

Second offense:

Written incident report/parent(s) or legal guardian(s) notified by school

Third offense:

Parent(s) or legal guardian(s) contacted by administration. Bus suspension. Further offenses may result in long term suspension.

Note: On each act of pupil misconduct, the bus driver is required to fill out a transportation conduct form.

Suspension from the bus does not mean suspension from school.



Riding the school bus is a privilege and suspension may occur immediately depending on the offense.

2. For severe disruption
 - a. Physical harm to pupil;
 - b. Physical harm or threat of physical harm to driver (may result in an arrest);
 - c. Property damage;
 - d. Refusal to obey any reasonable request by driver; and
 - e. Total disruption (which creates a safety hazard).

3. **BUS ASSIGNMENTS:**

1. **The Transportation Supervisor shall assign students to school buses prior to commencement of the school year.**

- a. **All students shall be assigned the closest, established bus stop to their residence. It is the parent/guardian's responsibility to assure that their child/children is/are present at the bus stop ten (10) minutes prior to established stop time. The Transportation Supervisor reserves the right to alter the stop time, with proper notification, as warranted by actual arrival times, if they differ from initial bus pass.**
- b. **The Transportation Supervisor may assign students who attend different schools to the same bus when possible. Ages of students shall be taken into consideration when assigning bus.**
- c. **All students, Pre-K through 3rd grade are required to have a parent/guardian present at the bus stop at the end of the school day. In the event of no parent/guardian presence, the student will be returned to the school of attendance.**

i. **Consequences for no parent/guardian at bus stop:**

First Offense: Student returned to school; parent called; verbal warning (documented)

Second Offense: Student returned to school; parent called; written warning



Third Offense: Student returned to school; parent called; five (5) day suspension of bus privileges

- d. Parents/Guardians shall complete the Transportation Alternate Stop Form if their children will be travelling to/from a location other than their residence of record. The Alternate Transportation Form can be obtained from the attending school, the Transportation Department, and on the Glassboro Public School website.**
- i. Form must be submitted to the Transportation Department by August 1, prior to the commencement of current school year and five (5) days prior during the school year.**
 - ii. Alternate transportation must be Monday – Friday to/from only one (1) location.**
 - iii. Any alternate transportation requests received after the August 1 deadline will not be effective until two (2) weeks after the commencement of current school year.**
 - iv. Registered day cares providers must submit a list of students attending the day care center by August 1, prior to the commencement of current school year. Registered day cares providers will be supplied with Alternate Transportation forms by June 1st of the preceding school year.**

4. BUS STOPS

Bus stops shall be assigned to each student by the Transportation Supervisor.

- All bus stops shall be reviewed every year and may be changed as deemed by the Transportation Supervisor.**
- Bus stops shall be based on:
 - 1. Safety of location**
 - 2. Number of students at stop**
 - 3. Age of students****



- **The Transportation Supervisor may combine current bus stops to reduce the amount of stops per route to increase efficiency and accommodate time restrictions.**
- **Requests for change of bus stop shall be reviewed by the Transportation Supervisor on an individual basis. The Transportation Supervisor shall review requests and approve/deny if deemed necessary and within a reasonable timeframe.**
- **Appeals to a bus stop related decision by the Transportation Supervisor must be reviewed by the Business Administrator and the Business Administrator must render a final decision.**
- **Bus drivers are prohibited from changing a bus stop without permission, and just cause, from the Transportation Supervisor.**
- **Parent/Guardian must be at dismissal bus stop for students Pre-K through Grade 3 for the safety of students.**

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