

**Tonawanda City School District (TCSD)**

**2018-2019**

**KINDERGARTEN  
TRANSPORTATION BOOKLET**



*Welcome, Students!*

**TRANSPORTATION DEPARTMENT**

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***THIS BOOKLET CONTAINS IMPORTANT TRANSPORTATION INFORMATION.  
PLEASE BE SURE TO READ THROUGH THE BOOKLET IN ITS ENTIRETY.***

## KINDERGARTEN BUS STOPS

Kindergarten children are assigned to the neighborhood bus stops with other area children. It is our expectation that parents/guardians will assist their children during this formative school year by walking to and waiting with or waiting for their children at the bus stop.

Release of Kindergarten students to Adults: At the beginning of the school year or within the Registration Process, parents/guardians must identify appropriate adults to whom they will allow their child to be released. If, in the judgment of the driver, there is a question about the release of a Kindergarten student, the driver is to radio dispatch and return the child to his/her school.

Occasionally, specific daycare needs, required because of parents'/guardians' work schedules, necessitate modifications to a student's transportation between school and home. Whenever possible, transportation is provided to daycare facilities or to an additional parent home. Our practice is to provide transportation to day-care providers within the school district, and multiple parent homes to which your child is assigned only when it is on the bus route.

## REQUEST FOR ALTERNATE TRANSPORTATION

If you are requesting childcare/alternate transportation for your child a childcare/alternate transportation form must be completed and returned to the school district. The form must be completed in its entirety to be processed.

The use of the form is for parents/guardians of students to temporarily change their student's pick up location or drop off location from other than the student's home address, such as day cares, relative's home, babysitter's home, etc. This form is not to be used for transportation to a student's place of employment at any time.

Upon review by the transportation department the alternate address must be on an existing bus route. Alternate stops will be limited to Board of Education Policy (available online policy #5710)

- For efficiency of operation and child safety, only one alternate address will be accepted.
- For grades K-3 - the alternate address must be within the attendance area of the child's school.
- In order to establish and publish bus route information, requests must be submitted prior to July 27<sup>th</sup>. *Requests filed after July 27<sup>th</sup> will not be implemented until September 12<sup>th</sup>.*
- All pick up/drop off spots must be approved and are approved at the sole discretion of the district. Also, any stop that the district believes is unsafe to the student(s) or the bus, will be declined.
- A "Childcare/Alternate Transportation" form is provided in this booklet for use if your child needs to go to daycare or to an additional address.

## REQUEST FOR BUS STOP CHANGES

***“SAFETY INCLUDES A PARTNERSHIP APPROACH WITH PARENTS/GUARDIANS, SCHOOL AND STATE.”***

If you are requesting a bus stop change for your child a bus stop change request form (included with this booklet) must be completed and returned to the school district. The form must be completed in its entirety to be processed and no bus stop change request will be granted until after the first 2 weeks of school.

The use of the form is for parents/guardians of students who want the bus stop assigned for their child to be reviewed and altered. Upon review of the request and the reason given for such request, the transportation department will make a decision to grant the change or deny the change with a provided reason. Upon that time the parent/guardian will be notified of the District's decision.

*A “Bus Stop Change Request” form is provided in this booklet for use if you feel the bus stop should be reviewed.*

## PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians are responsible for the conduct of their children while they are waiting for the bus and returning home from the designated bus stop. It is the responsibility of the parent/guardian to assure that the student is waiting at his/her designated stop on time. *Students should be at their designated bus stop 10 minutes before the posted time.* Should a student miss the bus, the parent/guardian must find alternate means of transporting the child to school.

Parents/guardians of kindergarten students must be at the bus stop when the school bus returns the student to his/her home, or must designate a person responsible to receive the child. If the person designated to receive the student is other than the parent/guardian, the parent/guardian must notify the school office in writing.

**Kindergarten students whose parents/guardians are not home will be brought back to their school.** The school office will contact the parent/guardian at their work or emergency number to pick up their child.

During inclement weather, a bus driver may determine that a hill or street cannot be negotiated safely. Buses may also run later because of inclement weather and traffic. It is the responsibility of parents to make alternate arrangements to assure that their children get to school.

## 5720 TRANSPORTATION OF STUDENTS

### RESPONSIBILITY

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation, and these shall govern any questions not covered by specific declaration of policy herein.

The purposes of the transportation program are to transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services. The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children wherein the health and safety of students are involved, for the Board of Education has a legal obligation to safeguard the welfare of bus-riding children exist.

#### **Walking Distance**

Maximum walking distance authorized by the Board:

- Kindergarten – 5<sup>TH</sup> grade students, up to .5 miles
- Grades 1-6 students, up to 1.0 miles
- Grades 7-12 students, up to 1.5 miles

#### **Transportation in Child Safe Zones**

In accordance with Education Law, the Board of Education is authorized to adopt a resolution providing for student transportation in child safety zones. Transportation in a child safety zone shall be available to resident students for the particular school year designated in the resolution. Such resolution shall continue in effect for subsequent school years until the Board adopts a resolution providing otherwise.

Transportation in child safety zones may be provided upon the determination by the Board that a hazardous zone exists which, in the opinion of the Board, would be reasonably alleviated by the establishment of a child safety zone.

## TCSD BOARD OF EDUCATION POLICY (CON'T)

"Child safety zone" means a designated area of the School District, including at least one (1) personal residence, within which children who reside at a lesser distance from the school they legally attend than the minimum transportation limit of the District will be provided transportation on the basis that their most direct walking route to school will traverse a hazardous zone. Transportation in child safety zones may be provided without regard to like circumstances, notwithstanding the provisions of Education Law Section 3635(1).

The Commissioner of Transportation has established regulations for determination of a hazardous zone. Such regulations shall be used by the Board of Education in determining whether a hazardous zone exists

### DEFINITIONS

**"Walking Distance"** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the edge of a public or private road nearest the student's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area.

**"Hazard"** means a thing or condition that affects the safety of students walking to and from school and/or a designated bus pick-up area.

## BUS CONDUCT AND SAFETY RULES



The driver is in complete charge of the bus and the children being transported. He/she is required to enforce all rules and regulations adopted by the school authorities for the conduct of students riding the bus, as well as all DMV rules. The driver may make changes in seating, arrange for discipline as it is required, and may take all reasonable steps to ensure the safety of his/her bus and its passengers.

Students should be at the bus stop approximately 10 minutes before the scheduled time. While waiting for the bus, respect your neighbor's property – don't play tag or run into the street. Inappropriate behavior of a student at a bus stop may result in disciplinary action.

Line up single file in front of the bus door. Always use the handrail when boarding the bus and avoid crowding or disturbing others. Students must take a seat when they enter the bus, and remain seated at all times while the bus is in motion.

Students must not, at any time, extend their arms or head out of the bus window, nor may they open a window without the permission of the driver.

Indecent or profane language, loud or disturbing talking, or unnecessary conversation with the driver is expressly prohibited.

Students must not throw any articles in or out of the bus.

Students shall enter and leave the bus only at the front door except in cases of emergency.

Upon arrival at school, let your classmates at the front of the bus get off first.

When exiting the bus, move away from the bus where the driver has a better view to see you. Students may, after exiting the bus, cross the street, if necessary, in front of the bus. We ask that both you and your child wait for the driver to signal the time to cross.

## **BUS CONDUCT AND SAFETY RULES (CON'T)**

The mirrors on the bus have been placed so that the driver can view the traffic behind him/her and coming toward him/her.

**NO ONE SHOULD MOVE UNTIL THE DRIVER SIGNALS.** The drivers are trained in this procedure, and it is the responsibility of the pupil to cross the street safely, after the driver's signal, looking both ways, while the bus remains stationary.

Students are not permitted to possess or transport on school property any firearm, knife, explosive, martial arts weapon, other dangerous instruments, or facsimile of any firearm or knife. School property includes any authorized vehicle used by the Board of Education for school transportation.

The use of tobacco, drugs or any controlled substance in any form on a school bus is prohibited by state law.

All rules and regulations pertaining to bus behavior and procedures are also in force for any school field trips, athletic trips or any other school-sponsored activities.

Students who damage or deface any bus or equipment on the bus will be held liable for such damage.

Students are not permitted to eat or drink while riding the bus. This is because of choking hazards as well as food allergies. Parents/guardians of students with diabetes should contact their school nurse.

## FREQUENTLY ASKED QUESTIONS (FAQ)

To help you better plan for the first day of school, we have compiled some of the most frequently asked questions and answers.

### **Are bus seats reserved for Kindergartners?**

We ask the drivers to try to reserve the front few seats for the kindergartners. However, the drivers don't know how many kindergarten students to expect as their route sheets list only the stops and not the students or grade levels, and some kindergartners prefer to sit with older siblings. After the first few days of school, the drivers should start to get a better idea of the amount of space needed.

### **Will you transport my child to his/her daycare provider?**

Wherever possible, we will transport children to authorized stops on our regularly traveled routes within the same district as the school your child attends. Your child's daycare needs should be made in writing to the transportation department at the Board office through the Request for Alternate Transportation form. Once we know where and when your child will be going, we can assign him/her to the proper bus.

### **Who should I notify about my child's daycare needs?**

Your child's daycare needs should be made in writing to the transportation department at the Board office through the Request for Alternate Transportation form. Once we know where and when your child will be going, we can assign him/her to the proper bus. Your alternate arrangement requests should be made **no later than July 27, 2018** in order to be assigned the proper bus before orientation day.

Forms are included in your registration booklet and can be returned to the 100 Hinds Street (Door 11). You may also email your completed forms to [ckipa@tona.wnyric.org](mailto:ckipa@tona.wnyric.org). Due to the large volume of phone calls received prior to the start of school and the margin for error during that rush, verbal daycare notice will not be accepted.



## Tonawanda City School District Childcare/Alternate Transportation Form 2018-2019



1. The use of this form is for parents/guardians of students to temporarily change their student's pick up location or drop off location from other than the student's home address, such as day cares, relative's home, babysitter's home, etc. This form is not to be used for transportation to a student's place of employment at any time.
2. Upon review by the transportation department the alternate address must be on an existing bus route. Alternate stops will be limited to Board of Education Policy (available online policy #5710)
3. For efficiency of operation and child safety, **only one** alternate address will be accepted.
4. For grades K-3 - the alternate address must be within the attendance area of the child's school.
5. In order to establish and publish bus route information, requests must be submitted prior to July 27<sup>th</sup>. Requests filed after July 27<sup>th</sup> **will not** be implemented until September 12<sup>th</sup>.
6. All pick up/drop off spots must be approved and are approved at the sole discretion of the district. Also, any stop that the district believes is unsafe to the student(s) or the bus, will be declined.

**DATE OF SUBMISSION (MM/DD/YY)**

### Student/Household Information

Student's name	
Address	
School/Grade	
Parent/Guardian name	
Home/Cell #/Work #/Emergency #	

### Childcare Provider or Licensed Childcare Provider

Licensed Childcare Provider or Childcare Provider		
Address		
Telephone and/or cell #		
	Pick up address (i.e. home, St. Francis)	Drop Off Address (B/G Club, home)
Monday	am	pm
Tuesday	am	pm
Wednesday	am	pm
Thursday	am	pm
Friday	am	pm
Date you would like transportation to start i.e. 9/4/18		

**Please initial the following three (3) items:**

\_\_\_\_\_ (parent/guardian initials) In requesting this transportation, I agree to and accept the responsibility of providing instruction to my child so that he/she understands the travel arrangements as requested.

\_\_\_\_\_ (parent/guardian initials) I understand the schedule I am requesting for my child will be followed the entire school year.

\_\_\_\_\_ (parent/guardian initials) I understand the special busing request can vary day to day but has to remain constant from week to week. Any adjustments to the requested schedule will be placed in writing to the school district.

**\*NOTE: All special busing requests expire at the end of each school year. If the parent/guardian needs the form to be carried over to the following school year, a new form is required.**



## Tonawanda City School District Bus Stop Change Request Form 2018-2019



**Please complete this form only after reviewing our Bus Stop and Routing Criteria and determining that your situation may require Special Consideration.**

**Return Bus Stop Change Request to:**

Tonawanda City School District  
Crystal M. Kipa  
100 Hinds Street  
Tonawanda, NY 14150  
Phone: (716) 694-7690/x1000  
Fax: (716) 694-9467

**When making your request, please keep in mind:**

- Bus Stop & Routing Criteria applies to all riders.
- Buses will not travel into cul-de-sacs, private roads (i.e. apartment complexes and home associations), dead-end streets or other areas where they cannot safely maneuver. An exception to this may be a bus that is transporting students with disabilities. All students, regardless of age or grade who reside in these areas will need to walk to the assigned bus stop regardless of distance.
- Buses drive by many students' homes every day. The bus driving by doesn't warrant adding/changing a bus stop.
- Visibility from the home to the bus stop is not part of our criteria for establishing bus stops. Bus stops are collection points in neighborhoods. If a parent/guardian is concerned about watching their child at the stop they will need to walk with them and supervise them at the bus stop.
- Likewise, a house stop would not necessarily be made because there is only one student at the stop. Other students may be assigned to the stop, but ride infrequently. Also, stops are made at corners for efficiency and to accommodate other students who may move into the neighborhood.
- In order to be consistent and fair in placement of bus stops, we cannot establish stops based on personal circumstances such as employment, day care or siblings.
- Bus drivers do not have the legal authority to make bus stop changes, doing so may result in disciplinary action.

**Your Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Your Address** \_\_\_\_\_

**Phone (daytime)** \_\_\_\_\_

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**School** \_\_\_\_\_ **Bus #** \_\_\_\_\_

**Currently Assigned Bus Stop Location** \_\_\_\_\_

**Requested Bus Stop Location** \_\_\_\_\_

**Reason for your change request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**No stop changes will be made or reviewed until after the first two weeks of school.**

**NOTE:** Your request will be reviewed and a site visit may be made to confirm the information contained in this request. You will be contacted after a determination has been made. No changes will go into effect until you and everyone else at your bus stop have been notified.

**Transportation Use Only**

Date Received \_\_\_\_\_

Date Completed \_\_\_\_\_

Stop Change Decision: \_\_\_\_\_

If Denied, Reasoning: \_\_\_\_\_