

**Policy**

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TRANSPORTATION

Student transportation is provided exclusively for transporting children from their home to school and back.

Each student is assigned a single bus route and a designated stop in the area of his/her primary residence at which she/he will be picked up and discharged. It is the parents' responsibility to provide safe passage to and from the assigned bus stop. Guidelines for determination of bus stops are below.

Parents may request a change of bus or stop on a permanent reassignment basis, i.e., five days per week. Parents who request a permanent reassignment of their child may obtain a form from the transportation coordinator for this purpose.

The board of education also permits a temporary change of stop or bus in the case of specific and extreme emergency only with the approval of the building principal. An example of when a change would be allowed would be the sudden hospitalization of an immediate family member. Bus drivers are not authorized to make any change of stop for any child.

At all other times, children must board and depart the bus only at the stop to which she/he has been assigned. Change will not be made for recreation, play times, meeting, vacations, and the like, as these are the responsibility of the parent. Notes sent to school offices requesting such changes cannot be honored since Board policy strictly prohibits them.

All bus routes will be driven and assessed for accuracy, efficiency and safety by the bus supervisor and employees of the Transportation Department. After October 15th of each year, bus route changes will be made only for exceptional circumstances, such as an increase in enrollment causing a bus to exceed capacity, and as deemed appropriate by the chief school administrator.

All required forms may be obtained from the school office or the board office. Any questions regarding transportation should also be addressed to the school business administrator. **THE BUS CONTRACTOR SHOULD NOT BE CALLED.**

Whereas the board desires to transport resident children in a most efficient and safe manner, the following guidelines are proposed to be reasonably used in the design of all routes:

1. No child will ride the bus for more than 45 minutes, if possible
2. No bus will arrive at the school more than 5 minutes before drop off time
3. No more than 15 children at a stop
4. No left turn on 206 except at a traffic light
5. Left turns, in general, should be kept to a minimum
6. When possible, buses will be assigned on a neighborhood basis
7. Kindergarten students will not be dropped off without supervision, instead they will be returned to school
8. Children will not cross major roads ( Main Street, Route 24, Route 206, North Road)
9. Routes will be designed to be equitable to all students, so first-on, first-off will control with all district routes.

**Transportation Guidelines Special Education**

The coordinator of special services shall be responsible for arranging for transportation for disabled students. In most cases this transportation shall be arranged through the Morris County Special Services Commission. When other agencies/carriers would be more appropriate, a private contract between said agency/carrier and the board of education would be established.

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TRANSPORTATION (continued)

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Key Words

Transportation, Busing, Buses, Student Transportation, Special Education

Possible

**Cross References:** \*3220/3230 State funds; federal funds  
 \*3516 Safety  
 \*3541.1 Transportation routes and services  
 \*3541.31 Privately owned vehicles  
 \*3541.33 Transportation safety  
 \*4211 Recruitment, selection and hiring  
 \*5200 Nonpublic school students  
 \*6145 Extracurricular activities  
 \*6153 Field trips

\*Indicates policy is included in the Critical Policy Reference Manual.