

Transportation
Information Manual
for

Parents and Students

Horseheads Central School District



It's the LAW:

Stop for loading and unloading school buses

FOREWORD

Approximately 5,000 students residing in the Horseheads Central School District have the opportunity to be bussed to our four Elementary Schools, the Intermediate School, the Middle School, and the High School. Bussing from approved bus stops is provided to 100% of those students who reside in the district.

Rules and regulations have been developed with the safety and comfort of the school bus rider in mind. The policies of the Board of Education, the rules and regulations of the state, and our operating guidelines establish the framework for our student transportation system. This manual is to help students, parents, and school personnel have a clear understanding of the policies and guidelines under which we operate. Please read this manual and help keep the bus ride as safe as possible for your child as well as others on the bus.

Please feel free to call the Transportation Office at 739-6338 if you have any concerns or questions about the information in this manual. Communicating and working together will help promote understanding and a safe bus ride home.

ABBREVIATIONS USED IN THIS MANUAL

DOTDepartment of Transportation
SED State Education Department
DMV Department of Motor Vehicles
V&TVehicle and Traffic



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NOTICE OF NONDISCRIMINATION

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin or disability.

Inquiries regarding this policy may be made to the Title IX Coordinator, or Judy Christiansen, Section 504 Coordinator, Horseheads, NY 14845, (607)739-5601

HORSEHEADS CENTRAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

Dear Parents and Guardians:

This manual outlines transportation policies and rules in our school district. Please review this information with your children. It is important that they understand bussing policies and procedures.

Transportation policy and rules state that all students must ride their assigned bus to and from school. Once a student is picked up at home or at school, we are required by law to drop them off at the designated stop. Drivers cannot deviate from this.

Written permission is required to ride to get off at a different stop. Your child must present a written request to the school office that will review, approve and return it to the student. Students **MUST** present the approved permission slip to the driver when they board the bus. **Requests may be denied if there is no available space on the bus, if the student is not eligible for transportation, or if there was a pre-existing problem for that particular bus or student.** Requests to get off the bus at other than a designated bus stop may be denied if the requested location is not on the bus route and is not an assigned stop.

Because of these limits, it is important for you to check with the school or the Transportation Department prior to the day a change is needed. If you have a long term need for a change for your child's transportation, contact both the school and the Transportation Department.

In order to maintain a high level of safety while efficiently transporting students, our drivers **MUST** have the cooperation of both the students and parents. If the rules listed in the manual are followed, the drivers can concentrate on their primary job - **SAFE DRIVING.**

We look forward to another year of safe transportation and appreciate your cooperation.

Sincerely,

Peter Wilcox
Transportation Supervisor

IT'S SAFER TO RIDE THE SCHOOL BUS

FEDERAL STUDY FINDS NON-SCHOOL BUS TRAVEL DANGEROUS

WASHINGTON, D.C. (JUNE 18, 2002)

“Relative Risks of School Travel: A National Perspective and Guidance for Local Community Risk Assessment” Special Report 269. (www.nap.edu)

The National Transportation Research board has released this federal study which says that kids are at the greatest risk when they are not in school buses. The report shows that every year, about 800 school age children are killed in motor vehicle crashes during normal school travel hours (weekday mornings and afternoons during school months) accounting for about 14 percent of the 5,600 child deaths that occur on the nation's roadways and 2 percent of the nation's yearly total of 40,000 motor vehicle deaths. Of these 800 deaths, only 2 percent are school bus related, while 74 percent occur in private passenger vehicles and 22 percent are the result of pedestrian or bicycle accidents. More than half of the deaths of children between age 5 and 18 occur during normal school travel hours when a teenager is driving.

Keep your child safe and encourage them to ride the school bus.

PARENTS: IMPORTANT BUS SAFETY ALERT **HELP US PROTECT YOUR CHILDREN AS THEY** **TRAVEL TO AND FROM SCHOOL**

Suitcases on wheels should not be brought on the bus. They do not fit down the aisle and students are unable to get them on their lap. The **small backpacks** with wheels are acceptable.

Certain types of children's clothing can create a hazard for your child on the bus. These items can be caught in the bus handrail, door or other equipment as the child gets on or off the bus. **Especially dangerous are:**

- Long dangling jacket or sweatshirt drawstrings
- Long backpack straps
- Long scarves or other loose clothing
- Dangling items on book bags and backpacks

In recent years, a number of children across the U.S. had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them. Please take the time to check your child's clothing to make sure it is safe.

TALK WITH YOUR CHILD ABOUT THE FOLLOWING SAFETY RULES:

- Stay away from the Danger Zones around the bus. (Outlined on page 34 of this booklet.)
- Do not try to pick up something dropped near the bus as the bus driver might not see them.
- Remember other motorists don't always stop for a stopped school bus – use extreme caution when getting on or off the bus.

SCHOOL BUS SAFETY IS A TEAM EFFORT
NOTHING IS MORE PRECIOUS THAN A CHILD'S LIFE

TRANSPORTATION POLICY

District Transportation Policy is set by the Board of Education. *(Policy approved in 1989; revised in 2001.)*

STUDENT TRANSPORTATION SERVICES

I. PURPOSE

To establish an equitable policy for the busing of students residing in the Horseheads Central School District attending public and private schools in state-approved learning centers.

II. GENERAL POLICY

A. STUDENT ELIGIBILITY

1. All students in grades K through 12 are eligible for transportation.

B. CRITERIA FOR ROUTING AND PICKUP POINTS

1. Designated stops for all students will be set under safe conditions and will be located up to 1/4 mile apart when applicable.
2. Stops shall be approved by the Transportation Department.
3. Pickup points may be adjusted for distance to provide a location that is safe, reasonable and compatible with the criteria of this policy.
4. Stops will be reviewed at least once each year by the Transportation Department and other times when necessary. Routes may be extended, shortened or

altered at any time to accommodate changes in population or state laws or to remain consistent with this policy.

5. Buses will not travel roads that are private, have restricted traffic flow, are not maintained by the appropriate highway department or conditions are judged to be unsafe for student transportation. Such determination will be the responsibility of the Supervisor of Transportation.
6. Reasonable effort will be made to limit the number of students at any one bus stop to 30 when there is adequate waiting space away from heavy traffic. Exceeding this limit will require a review and authorization by the Transportation Supervisor.
7. Bus drivers shall stop at designated bus stops only. Drivers shall use good judgment if an incident dictates any temporary exception.
8. Reasonable effort shall be made to limit a student's morning and afternoon travel time to a maximum of one hour each.
9. No route shall require a bus to back up unless specifically approved by the Transportation Supervisor.
10. Dead-end roads and those thoroughfares with an outlet which has restricted travel flow will not be serviced by a bus unless such road exceeds 1/4 mile in length or such road plus connecting portions of other roads are more than 1/4 mile distant from the preceding or subsequent bus stop and the turnaround is approved by the transportation supervisor.

OTHER SCHEDULING AND ROUTING INFORMATION

SIDE ROADS / PRIVATE ROADS

Transportation will not be provided on private roads or on side roads that are not maintained by town highway departments if the lack of maintenance makes it unsafe to travel on these roads. Some examples of unsafe conditions are flooding, road erosion, ice, snow and mud.

TURNAROUNDS

Turnarounds will not be established unless adequate space is available and this space is properly maintained. (Education Law section 3602, 3635) All turnarounds must be approved by the Transportation Supervisor or designee.

BABYSITTER AND DAY CARE CENTERS

Students will be transported to approved day care centers, private babysitters and Latchkey locations within each school area, according to Board of Education policies. The location must be on a regular bus route from that school, where students can be dropped off at an approved bus stop location. The request must be made in writing. Contact the Transportation Department for further information.

PRIVATE SCHOOLS

Transportation to private schools is provided as required by state law. Parents requesting such transportation must do so in writing prior to April 1 of the year for which transportation is being requested for the following September, and must renew the request each and every year.

We regularly provide bus transportation to the parochial schools that are located within our boundaries - Horseheads Christian School, Montessori, St. Mary Our Mother and Twin Tiers Baptist High School.

LOST CHILDREN

If your child doesn't get off the bus, please call the school at once. Remember, the safest place for your child is on the bus. If your child is on the wrong bus by mistake, he or she will be brought home as soon as possible.

BUS PASSES

Bus passes will be emailed to all registered students prior to school in September. Passes list the AM and PM bus numbers, stop location and the **APPROXIMATE** arrival time of the bus. **The time on these passes may not always be accurate as they are computer generated.** Expect that your student will transfer to another bus at least once during the AM or PM run. Occasionally runs may have to be changed after school begins. These changes may alter the time your child is expected to arrive at home.

EARLY DISMISSAL - FIRST FEW DAYS OF SCHOOL

All elementary students will be dismissed to buses on the first few days of school in September at 2:00 p.m. This will allow time for bus drivers and school personnel to help students riding new or different buses and will also give bus drivers time to review bus rules, assign seats, and to know who is on the bus. Buses will not leave the schools on those days until 2:30 p.m. After that, dismissal will be conducted according to regular school schedules.

SPECIAL INFORMATION

HALF DAY RELEASE FOR K - 12

If all grades, K - 12, are being released for a half day, the Middle School/High School students will be released first followed by Elementary School/Intermediate School student release.

EMERGENCY DRILLS

The State Education Department (156.3) requires that at least three bus emergency drills be conducted each year. The procedure for pupils to follow in case of an accident, including how to properly use the emergency exit windows and doors, will be covered. There may be additional drills held at each school during the year. Students assigned to help during these drills are expected to follow directives for the safety of all students.

SUPERVISION

Each school will have supervision for bus students during the time between bus arrival and the start or finish of school. The schools are responsible for the safety of the pupils boarding or disembarking the bus.

SEAT BELTS

All of our school buses are equipped with seat belts. The district does not require that students wear seat belts on regular bus runs. If you wish your child to wear a seat belt, please send a letter to the Transportation Department. The driver will be notified of your wishes and will make sure your child understands how to use the seat belt on the bus. It will then become the responsibility of the child to use the seat belt.

STUDENTS RIDING HOME WITH OTHERS

Due to the consolidation of bus runs students are not allowed to ride home with other students unless they ride the

same bus and are able to get off at a different stop, with written permission. Many buses are full and there is not enough room for several additional children. Younger siblings and out of district students may not ride our District buses. Students have to be a legal resident of the district and registered to attend our schools before we can legally transport them. Please check with the Transportation Department (739-6338) if you have any questions.

WINTER WARNINGS

SCHOOL CLOSINGS

When hazardous road conditions cause the cancellation of school, an announcement will be made as early as possible on area radio and TV stations, including WETM , WENY TV, NEWS 10 and radio; WINK/WWLZ/WINGS/WCBA, WATS, WELM. **Please do not call the Transportation Department or the media as this may delay getting information out to the public.**

DELAYED START

Winter weather conditions may warrant that the district decides to delay school starting by two hours. If this situation occurs, an announcement will be made on the radio and TV stations listed above. The statement will be made that school starting for the HORSEHEADS DISTRICT will be delayed by two hours. If the delay is subsequently changed to school closings, the decision will be made by 6:30 AM and will also be announced.

A DELAY MEANS:

- Every child's schedule will be two hours later - at the bus stop and for school starting. Return home will be at the regular time.
- Classes may be shortened or modified in each individual school to accommodate the day's requirements.
- The lunch menu will likely remain the same for that day and regular scheduled lunch times will be followed.
- There will be no breakfast program on that day.
- AM BOCES students will not attend BOCES AM classes but will be required to report to the High School to a room designated by the principal.

NOTE: PLEASE DO NOT DROP OFF YOUR CHILD OR ALLOW THEM TO WALK TO SCHOOL EARLY. THERE WILL BE NO SUPERVISION AND SCHOOLS WILL STILL BE LOCKED AS STAFF WILL ALSO BE REPORTING TO WORK TWO HOURS LATER.

ARTICLES CARRIED ON SCHOOL BUSES **DEPARTMENT OF TRANSPORTATION** **REGULATIONS**

At no time shall any article protrude into the aisle or walkway where it interferes with the safety of students. Nor shall any article block the emergency door or windows (D.O.T. 721.22).

Any article that cannot be safely carried on the student's lap cannot be transported to school on a school bus.

Drivers do not carry ropes or straps to secure articles too large or too dangerous to hold in the lap.

THE FOLLOWING ARE JUST SOME OF THE ITEMS WE CANNOT CARRY ON THE SCHOOL BUS:

- TV sets
- Laser lights
- Hockey sticks
- Bows and arrows
- Shovels
- Skateboards
- Large projects
- Perfume Products
- Scooters
- Rollerblades
- Christmas trees
- Blown up balloons
- Golf clubs
- Fishing poles
- Lacrosse sticks
- Ski poles and skis
- Glass items
- Baseball bats
- Bats or Rackets
- Aerosol containers
- Large radios and tape recorders
- Leather bracelets with sharp studs
- No live animals, bugs, reptiles or fish of any kind
- Knives, other sharp objects, weapons of any kind
- Chemicals, flammable liquids, firecrackers, or lighters
- Large musical instruments, including baritone horn, cello, tuba, percussion cases

Items that are confiscated will be kept in the office for 1 week and a parent must pick up the items.

Items may not be held between legs or placed on the floor of the bus. If you have any questions as to what may be carried on the school bus, call the Transportation Department at 739-6338.

Note: Students may use a small musical device, *with ear phones*, on the bus.

BUS SAFETY GUIDELINES

- Students must arrive at the **bus stop** at least **five minutes** prior to their bus arrival time.
- Students are to wait several feet from the highway.
- As students depart the bus they should look both ways in case of vehicles passing on the right.
- Students crossing the road must wait for a signal from the bus driver and then cross ten feet in front of the bus, stopping at the center of the road to look both ways before proceeding.
- Students will show identification upon request and must comply with any request by the bus driver, monitor, or district personnel.
- Students will board the bus in an orderly fashion, face forward and remain seated until the bus stops. Distracting behavior is not allowed. Students may not change seats when the bus is in motion. Drivers will assign seats.
- Students may not put hands, arms, head or feet out of the bus windows or throw any articles in or at the bus or at any other vehicle. Conduct should be no different than

in the classroom. Drivers may establish more restrictive guidelines if conditions warrant.

- **THERE IS ABSOLUTELY NO SMOKING, CHEWING OR POSSESSION OF TOBACCO PRODUCTS INCLUDING E-CIGARETTES OR THE SPRAYING OF PERFUME PRODUCTS IN, ON OR NEAR THE SCHOOL BUS AT ANY TIME BY STUDENTS OR SCHOOL PERSONNEL.**
- Drink, food or candy is not permitted on regular bus routes.
- Destruction or damage of a school bus or a student's property could result in immediate suspension and/or restitution for damages.
- At school dismissal time, students are to go immediately to their buses. At the High School and Middle School a warning signal is given, then 2 minutes later, the final signal. At that time drivers are required to close their doors. *Students are not allowed to board the bus after the final signal. Students who miss their bus should report to the school office and make arrangements for a ride home.*
- Students that must transfer from one bus to another must go directly to their transfer bus.
- No pick up at the transfer points are allowed unless the request is received in writing and approved by the transportation department.
- **Students must get on and off the bus at their regular designated stop. A written request from a parent or guardian must be presented before they will be allowed to get on or off at any other stop.**

- Friends may not go home with friends unless it is on the same bus they both ride & then only after a parent calls the transportation department.
- Cell phones are not to be used on any bus.

THE SCHOOL DISTRICT MAY DENY STUDENTS BUS TRANSPORTATION IF THESE SAFETY GUIDELINES ARE VIOLATED. EVEN IF TRANSPORTATION IS DENIED, PARENTS AND GUARDIANS STILL HAVE THE LEGAL RESPONSIBILITY TO HAVE THEIR CHILDREN ATTEND SCHOOL.

SCHOOL BUS DISCIPLINE PROCEDURES

For everyone's safety and health, assertive discipline procedures will be practiced on the bus. Drivers may deal with misbehavior by:

1. Giving the student a verbal warning (either by the driver, monitor or transportation personnel.);
2. Changing a student's seat;
3. Speaking with the student one-on-one (either the driver, monitor or transportation personnel may do so).

NOTE: Based upon the student's behavior on the bus, additional consequences (warnings, detentions, suspensions from school) may be imposed by Building Administrators.

Courtesy calls may be made and documented on a write-up if the nature of the incident and the situation merits only parent notification and/or assistance. This will not be treated as an actual write-up.

THE TRANSPORTATION DEPARTMENT FOLLOWS THE DISTRICT'S STUDENT CODE OF CONDUCT PENALTIES.

Penalties

Students who are found to have violated the District's Student Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty consistent with the student's right to due process.

1. Verbal warning - any member of the district staff.
2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal (or his/her designee), superintendent.
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal (or his/her designee), superintendent.
4. Detention - teachers, principal (or his/her designee), superintendent.
5. Suspension from transportation - director of transportation, principal, superintendent.
6. Suspension from athletic participation - coaches, athletic director, principal (or his/her designee), superintendent.
7. Suspension from social or extracurricular activities - activity director, principal (or his/her designee), superintendent.
8. Suspension of other privileges, including District technology or web servers - principal (or his/her designee), superintendent.

9. In-school suspension - principal (or his/her designee), superintendent.
10. Removal from classroom by teacher - teachers, principal (or his/her designee).
11. Short-term (five days or less) suspension from school - principal, superintendent, board of education.
12. Long-term (more than five days) suspension from school - principal, superintendent, board of education.
13. Permanent suspension from school - superintendent, board of education.

THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL. THEREFORE, STUDENTS ARE EXPECTED TO FOLLOW THE DISTRICT'S STUDENT CODE OF CONDUCT WHILE ON THE BUS.

WHEN NECESSARY, LAW ENFORCEMENT AUTHORITIES MAY BE CONTACTED IN SOME INSTANCES.

FINAL EXAMS AND MIDTERMS

If a student is suspended from AM and PM buses, he/she will still be allowed to ride his/her regular bus to school and back home on days the student has required midterms or final exams.

HANDICAPPED/SPECIAL CLASS STUDENTS

These students will be reviewed on an individual basis and bus monitors will work with the schools and parents involved when suspension is being considered.

BUS SUSPENSION

Students are suspended from ALL buses if they have been suspended from any bus.

TRAFFIC FLOW IN SCHOOL PARKING LOTS

All of the Elementary schools, Intermediate and Middle School have a defined traffic pattern. These have been done for the safety of the student - both the one on the bus and the one in the car. If you are not familiar with the pattern at the school your child attends, please make it a point to ask the school principal. Fire lanes next to all school buildings must be kept free of vehicles at all times. Do not park in the bus lanes as they are used during the school day for trips, bus transfers and for emergency vehicles.

Passing a stopped school bus on any public highway while the red lights are flashing is illegal in New York State.

“Public highway” shall mean any that are used for parking of motor vehicles or used as a driveway located on the grounds of a school or a Board of Cooperative Educational Services (BOCES) facility or any area used as a means of access to and egress from such school or facility (V&T Section 1176).

Note: Do not use the entry in front of the building. This area is designated for busses only. We want to assure that this area is safe for all our students when loading and unloading the busses.

At the Intermediate and Middle School the student drop off point is located in the parking lot in front of the **multi-purpose facility** in the rear of the school complex. We have traffic tie-ups in the mornings with buses and vehicles bringing students to school. Please be courteous at all times with traffic coming in and out of the driveways. Please obey

directions on posted traffic signs. If you can help our buses in and out we thank you in advance for that consideration.

PARENTAL RESPONSIBILITIES

- Parents play an important role in the safe and efficient operation of the school's transportation system. You have an obligation to the district as a parent to help support district policy and are responsible for your children's cooperation in ensuring a safe bus ride.
- Children are to be at their assigned bus stop five minutes before their scheduled time and properly clothed for the weather. Parents are responsible for actions of their child at the bus stop and are urged to insist on good behavior prior to boarding the bus and also while on the bus.
- Do not allow younger children who are not attending school to come to the bus stop. This is dangerous for that child and distracting to other students. Drivers may not see the smaller child.
- Parents are requested to help ensure safety when children are unloading and crossing by not motioning the child to cross. The child and the driver will then be able to execute a safe crossing. Be a silent, motionless observer when your child arrives home.
- Parents may wish to notify the transportation office of a student's physical or medical condition if they feel this knowledge would benefit all parties.
- If there is an order of protection or a custody situation with your child that might come into question at a bus stop or during transportation to and from school please

inform the Transportation Department office so that the bus driver can be made aware of the particulars.

- Written suggestions to school authorities for improvements to the transportation system are welcome.
- NYS Law states that you are responsible for your child from the bus stop to your home. Please make sure that someone is available to be responsible for your child at school dismissal time.

STUDENT RESPONSIBILITIES

1. AT THE BUS STOP

- a. Each student must be on time; ***arriving at least five minutes prior to scheduled pickup time.*** They are to wait several feet away from the highway and must remain there until the bus has come to a complete stop. Drivers cannot wait for students who are not on time.
- b. While walking to/from and/or waiting at the bus stop students must:
 - avoid standing or playing in the road
 - keep books, lunch pails, etc. out of the road
 - Do not litter or damage surrounding property
 - do not throw snowballs, stones or any other item(s) at the bus, other vehicles, property, students or pedestrians
- c. Observe all safety precautions while waiting for the bus:
 - When possible, avoid crossing streets. If you must cross before the bus arrives, look both ways, cross only when it is safe
 - or wait for the bus to arrive and the driver will help you cross when instructed to do so by the bus driver
 - do not push, pull, shove or chase other students

- avoid trespassing on private property
 - avoid being noisy and creating disturbances
- d. As the bus approaches, line up several feet away from the highway. Do not approach the door until the bus has stopped and the driver has opened the door. Do not crowd the door when the bus arrives.

2. LOADING THE BUS

- a. Students who cross the road must be ten feet in front of the bus and must wait to be signaled to do so by the bus driver (S.E.D. 156.3 h-i)
- b. Always use the handrail when boarding the bus.
- c. Board the bus quickly, quietly, orderly and be seated at once.
- d. Listen carefully and obey instructions given by bus personnel.
- e. Upon boarding the bus, students must remain on the bus until arrival at school or assigned stop.
- f. Students may be assigned seats. Bus routes are established, in part, on the basis of three bus riders to a seat.
- g. Students are not allowed to board with any object that is potentially dangerous or distracting to other students or bus personnel, nor with any object which cannot be held safely on their lap.
- h. Be courteous to other students and bus personnel.

3. UNLOADING THE BUS

- a. Look and check both ways before you step off the bus.
- b. Crossers will exit the bus first and must cross ten feet in front of the bus and must wait to be signaled to do so by the bus driver. Students will stop at the center of the roadway and look both ways before passing (S.E.D. 156.3 h-i).
- c. Leave the bus quickly, orderly, and in a courteous manner. Non-crossers must exit the bus and go directly to the sidewalk, driveway, or a safe area away

from the bus. Students may not cross behind the bus at any time. Passengers are to be 15 feet away from the bus and are either off the highway or street or on a private road or sidewalk (V&T 1174B).

- d. The bus driver is there to help. If your child is afraid of a stranger, have him or her tell the driver IMMEDIATELY
- e. Students are to exit by the front door. They may not use the rear emergency door unless it is an emergency.

4. ON THE BUS

- a. Students may NOT change clothes on the bus.
- b. Aerosol containers of any kind are not allowed on the bus.
- c. Perfume and hair spray may not be used on the school bus.

Students are to obey bus safety guidelines and comply with driver's or chaperone's request. Disciplinary actions may result in a suspension of bus riding privileges.

STUDENTS WITH CHILDREN

Students with babies are not transported on the large buses. Upon verification from BOCES, these students will be transported on special runs in a smaller bus. Students are required to notify the Transportation Department when they will not be riding. In addition, they are responsible for providing a suitable child restraint seat for their child and must see that it is secured properly. If the student wishes to ride without the baby, he or she must ride the regular bus.

SPECIAL NEEDS GUIDELINES

Many of our buses transport special needs students and operate on a very tight schedule. Transportation is provided curb-to-curb. Parents and aides at school are responsible once the child is at their destination. Please review and familiarize yourself with the following guidelines:

1. In most instances, a parent must be home, come to the door, and be seen by the driver before the student can be let off the bus. If the parent will not be home, designate one other person to receive your child. The Transportation Department and the driver need prior notice if this person will be meeting your child. If no one is at home, the child will be returned to school when the route permits. The parent must pick up the child at school.
2. If the student will not be riding the bus either to or from school, notify the Transportation Department at 739-6338 or 739-6339 as early as possible, 6 AM to 4 PM. When a child does not ride, we request the parent contact us when the child will return to school.
3. The Transportation Department **MUST** have a home phone number or contact number for each child in case of emergency.
4. The child must be on time and should be ready at least five minutes prior to the normal bus arrival time. Route time will not permit the driver to wait for your student or return to pick up student later.
5. Eating of food or candy on the bus is not permitted.

6. Bus passengers must sit quietly, facing forward, and remain seated until bus stops. Students may not change seats while bus is moving.
7. Students are to cross the highway at a distance of 10 feet in front of the bus, and only when signaled by the driver.
8. Parents may not ride on the bus with their children.
9. Return time from school may vary slightly day to day depending on the number of students on the bus. **Plan on being home at school dismissal time to meet your child when he or she arrives.**
10. Proper behavior is expected on the bus. Write-ups will be done and will result in disciplinary action or a suspension from the school bus. Copies of write-ups are forwarded on to their school so that staff may help your child in learning proper bus behavior.
11. Review the Safety Guidelines on page 17 for additional information.
12. Any medication for your child must be given to the driver or aide who will give it to authorized personnel at the school.

GUIDELINES FOR ATHLETIC & OTHER TRIPS

1. Students represent the school district on a trip and must conduct themselves in an orderly manner at all times.
2. Students may not ride in the van, truck, or any school vehicle that does not have a DOT sticker.
3. Eating on athletic trips is occasionally permitted, provided it is done in a neat and orderly fashion. **NO GLASS**

BOTTLES are allowed. On other trips, food is up to the discretion of the driver.

4. If a large radio is needed by the group, it is to be in the possession of the coach or teacher while on the bus. Small musical devices with earphones are allowed.
5. Sharp objects such as skis and ski poles are not permitted on the bus. Other items, such as hockey sticks, golf clubs, baseball bats, other sports equipment, luggage, etc., must be strapped in and securely anchored. Items must be stored in such a manner so as to not interfere with the driver's vision, block the aisle, or interfere with the safety of the students. (See the more complete list on page 16 of this manual.)
6. Athletic shoes with metal spikes/cleats may not be worn on the bus.
7. Coaches and students are responsible for checking for items as they leave the bus at the end of a field trip.
8. The Driver will assist with anything that needs to be put in or out of the back emergency door.

VIDEO CAMERAS

Video cameras are being used on our buses on a regular basis. Although they are a help in promoting reasonable behavior, you are still responsible for the conduct of your child when they are on the bus.

Tapes will be reviewed and students with inappropriate behavior will receive a write-up and may be suspended according to policy.

Students and drivers are not informed beforehand when the camera is present and/or recording.

CELL PHONES

Students who carry a cell phone, pager, or beeper are not permitted to use them on the bus. This equipment must be in the off position at all times. Cell phones with camera capabilities are not to be used on the bus.

DRIVING FOR HIGH SCHOOL STUDENTS

Only students with parking permits are allowed to drive on campus. The campus includes all areas around the High School, Center Street School, and the Facilities and Transportation Departments. Permits are obtained through the High School Main Office.

BUS LOAD CAPACITIES

Buses are loaded as near to capacity as possible; taking into consideration distance, time and locations of schools. The larger buses are approved to transport 65 children.

CRIMINAL TRESPASS

Penal Law 133; Title I, Article 140.10 Criminal trespass in the third degree states: "A person is guilty of criminal trespass in the third degree when he knowingly enters or remains unlawfully in a building or upon real property

- (a) Which is fenced or otherwise enclosed in a manner designed to exclude intruders.

- (d) In violation of a personally communicated request to leave the premises from a principal, custodian, school board member or trustee, or other person in charge thereof;" Criminal trespass in the third degree is a class B misdemeanor.

**THE SAFE TRANSPORTATION OF STUDENTS
IN OUR DISTRICT IS A COOPERATIVE EFFORT**

**IF YOU HAVE ANY QUESTIONS
PLEASE FEEL FREE TO CALL**

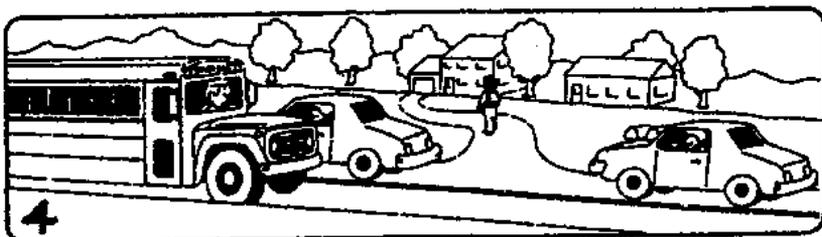
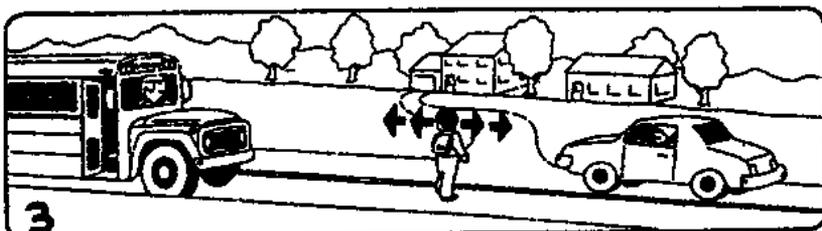
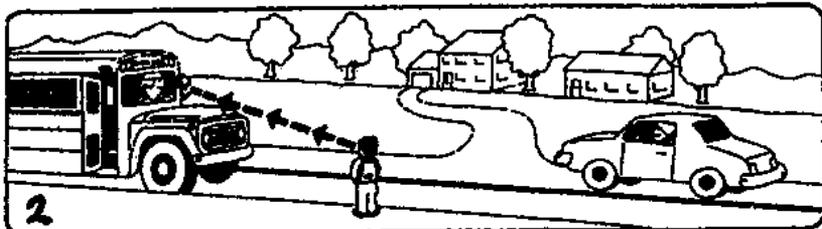
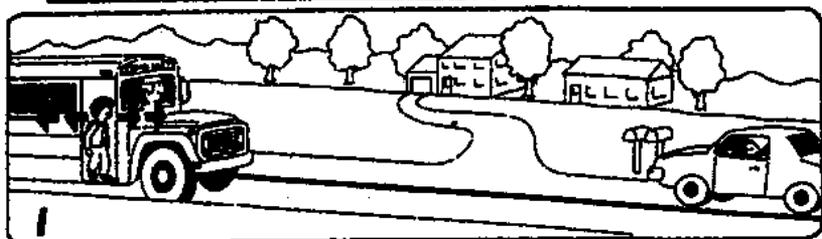
THANK YOU!



HORSEHEADS CENTRAL SCHOOL DISTRICT
TELEPHONE NUMBERS

District Offices and Main Switchboard	739-5601
Athletic Department	x4254 or x4255
Board of Education	x4201
Facilities Services	x4400 or x4401
High School	x1601 or x1600
Superintendent's Office	x4201 or x4200
Big Flats Elementary School	x5600 or x5601
Center Street Elementary School.....	x2600 or x2601
Gardner Road Elementary School	x6600 or x6601
Ridge Road Elementary School	x7600 or x7601
Intermediate School	x3620 or x3621
Middle School	x3640 or x3642
Transportation Department.....	739-6338 or 739-6339
Or	x4501 or x4502

HOW TO CROSS SAFELY



DANGER ZONES

