

# CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT

Transportation Policy #810 --- Effective May 2009

The Conemaugh Township Area School District has adopted a transportation policy that defines what the School District will do, and what you, the parents/guardians, must do that will ensure the safety of our students on the school bus.

## FAMILY RESPONSIBILITIES

Parents should understand that bus stop assignments cannot be customized to meet every family's individual needs. Schedules often cannot be changed from standard routes and stops. Examples of situations which must be resolved by families include the following:

- Parents are not able to see their child walking to the bus stop or cannot see their child waiting at the bus stop.
- Neighborhood conflicts or feuds.
- Changes in parents' work schedule or child-care arrangements.
- Parents not able to walk children to bus stops because of other obligations.
- Unrestrained pets in the neighborhood.
- Dual or multiple guardianships and associated requests for frequent stop changes.

## DISTRICT'S DUTIES

- Assign bus stops in accordance with state policies. According to state law, stops must be at least 150 feet apart.
- Bus stops will be centralized for the majority of the students assigned to the stop.
- The Superintendent/designee is the only official that may authorize deviation from established stops.
- Bus stops will be spaced approximately one-quarter mile apart. The School District will compute walking distances along state and township maintained roads.
- Private roads, lanes or driveways will not be included in the distance calculation. Secondary students can legally be required to walk a greater distance to the bus stop than elementary students. State regulations permit a walking distance of up to 1 ½ miles to the stop.
- Buses and vans will only use public roads. The District does not allow buses or vans to travel on private roads to pick up students.
- The School District may honor requests for the addition of a new stop if the student must walk 500 feet along a hazardous walking route.
- Turnarounds will be avoided whenever possible.

## EXTRACURRICULAR BUS TRIPS

- Students being transported by bus to and from sporting events and other extracurricular activities will board and exit the bus at the school. No student will be permitted to be discharged at any other location without written authorization approved in advance by the District.
- No coaches, chaperones, advisors or bus drivers may be accompanied by their minor children.
- Upon returning to the school from an extracurricular activity, the staff member in charge will remain at the school until all students are safely on their way home and facilities are secure.

## BUS LOADING AND UNLOADING

- The School Board recommends that a parent/guardian accompany elementary students to and from their bus stops.
- Parents of exceptional students are responsible for meeting their child at their designated bus stop.

## RIDING THE BUS

- The school bus driver will monitor the discipline of students while they are being transported to and from school. Transportation provided to students by the District is a privilege which, depending on circumstance, may be revoked. Students are under the full authority of the District while on the bus and at designated bus stops. All school regulations are in force during bus trips including sporting events, practices and field trips. A copy of these rules & regulations are included in the Student Handbook which is provided to each student every year.
- Bus suspensions will result in an unsatisfactory rating on report cards and may be assigned in the following manner:

**First Offense – One (1) day bus suspension**

**Second Offense – Five (5) day bus suspension**

**Third Offense – Bus privileges are revoked for the remainder of the school year**

## CHANGING BUS ASSIGNMENTS

**NO REQUEST FOR A CHANGE OF A BUS STOP ASSIGNMENT WILL BE CONSIDERED AFTER OCTOBER 1 OF EACH YEAR.**

- Parental requests for permanent changes of school bus assignments must be submitted in writing to the District's Transportation Director. The written request must be received five (5) school days in advance of the move to be considered. The school bus must have the capacity available for additional students. The request must state the reason for the change in bus assignment. The change will not occur until written approval is received from the Superintendent/designee. The District will notify the parent after the request has been reviewed by the Transportation Director.
- Permanent address changes that result in a change in the student's bus assignment will be made by the office of the school in which the student is enrolled. It is the parent's responsibility to notify the District of any changes in addresses, phone numbers or emergency contacts.
- Parents may request ONE change of a bus stop in a school year. No family will be granted more than ONE change.
- Students may be permitted an alternate bus stop in the event of a non-recurring emergency resulting from family illness, death or other extenuating circumstances. This request must be made in writing and approved by the Superintendent/designee. If time does not permit a written request, the verbal request should be made to the building Principal as soon as possible.