

R 8600 STUDENT TRANSPORTATION

The driver of a school bus represents an extension of authority of the school and is in complete charge of the bus with regard to pupil behavior in or about the vehicle which he/she operates. S/he shall report disorderly or unmanageable pupil conduct to the Principal and/or Assistant Principal of the school in which the student is enrolled. Such conduct by a pupil shall be good cause for the Principal and/or Assistant Principal to discipline and/or suspend the privilege of riding any school bus by the pupil for a period of time. Drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parent(s) or legal guardian(s) of pupils, in such cases, to provide transportation to and from school during the period of bus suspension.

1. In accordance with Board of Education policy and State regulations, pupils may have their bus privilege suspended by Administration for improper behavior.
2. All drivers will be provided with the form "Misconduct Report on Bus."
3. In the event a pupil's conduct on a bus is unsatisfactory, this form shall be completed in triplicate by the driver and distributed to the Principal or Assistant Principal at the school which the pupil attends.
4. In most cases, the pupils shall be notified by the driver when a "Misconduct Report on Bus" is to be issued.
5. It shall be the responsibility of the Principal and/or Assistant Principal to take immediate, appropriate disciplinary action. The recommended ~~sequence of~~ disciplinary action(s) for misbehavior is as follows:
 - a. ~~First Notice:~~ Conference with the pupil, and disciplinary action if appropriate;
 - b. Conference with pupil and parent(s) or legal guardian(s) ~~and disciplinary action if appropriate;~~
 - c. ~~Conference with pupil and P~~parent(s) or legal guardian(s) ~~conference.~~ Suspension of pupil's bus privilege ~~for five (5) school days, and other disciplinary action as appropriate.~~
6. Immediately after taking disciplinary action, the Principal and/or Assistant Principal shall sign the form and indicate the disciplinary action taken. The signed copy will be distributed as follows: first copy will remain with the Principal; second and third copy



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will be sent to the Transportation Supervisor who will retain the second copy and transmit the third copy to the school bus driver.

7. In cases of severe misconduct, ~~any of the steps in the above sequence may be omitted.~~ The Principal and/or Assistant Principal may recommend to the Superintendent to temporarily suspend the student's bus privilege until appropriate disciplinary action is taken as determined by the Superintendent. The pupil(s) parents or legal guardian(s) shall be immediately notified of the temporary suspension.

Bus Regulations

The following regulations apply to pupils riding the school buses:

1. The Board of Education authorizes the Transportation Supervisor to assign seats on an as needed basis.
2. Pupils shall only ride the bus to which they are assigned.
3. Pupils are to remain quietly seated at all times on the bus. Heads, hands, and belongings of all kinds are to remain inside the windows.
4. Pupils are required to wear seat belts.
5. Unauthorized individuals are not permitted to ride on any bus.
6. Smoking, eating, or drinking is not permitted on the bus.
7. Any possession or use of illegal substances while on the bus is subject to Board policy.
8. Once a student is on the bus they are not permitted to disembark upon arrival at the school unless a staff member comes to release/accompany them off the bus.
9. Parent(s) or legal guardians(s) shall be notified of these regulations annually.

General Requirements - Students Remote from School

A. The Board will transport:

1. Students 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 2., from their assigned district school of attendance;



2. Nonpublic school students 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 students pursuant to N.J.A.C. 6A:3.1 et seq.
4. Special education students who reside remote from their assigned school and students who require transportation services in accordance with their Individualized Educational Program (IEP);
5. School choice students pursuant to N.J.A.C. 6A:27-4.1.

Nonpublic and Charter School Transportation

1. 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 students enrolled in the schools of this district.
2. Students living more than twenty miles from their nonpublic or charter school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.
3. 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.

Hazardous Routes

The Board will approve all bus routes by August of each school year. Those bus routes for all non-remote students 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 students pursuant to N.J.S.A. 18A:39-1.
- B. The Board is responsible for to and from charter school transportation for the students that reside within the district.
- C. Students 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 students.
- D. Students 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 students 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 student 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 student 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 students enrolled in any other public school, charter school, and/or nonpublic school.

Cooperative Transportation Services

- 1. When the Board provides transportation of students to and from the county vocational schools and/or students 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 a Cooperative Transportation Services Agency (CTSA) for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.



2. The Board will attempt to use the cooperative services provided by the CTSA prior to determining to pay aid in lieu of transportation.
3. The Board will provide the CTSA 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.
4. 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.
5. Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the CTSA or the transportation provided by the CTSA does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.

School Bus Use and Standards

1. The Board requires that all buses bid or purchased shall be equipped with seat belts.
2. 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 students wear seat belts in the same manner.
3. The Board requires every school bus bid or purchased that is used to transport public, non-public and/or charter school students 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.
4. 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 Director of Transportation 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 students 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 Student Transportation.

Transportation to Day Care Centers

Annually, the Jefferson Township Board of Education approves transportation services for certain day care center facilities based upon route safety. All approved day care facilities are listed on the transportation department website.

Priority is given to those students who go to and from daycare, five days a week. Those with "other needs" (a.m. or p.m. 5 days per week) will be bussed only if seats are available. Transportation applications can be obtained from your child's school or our webpage only. Day care centers are not authorized to distribute applications. Students using day care centers relinquish a seat on their legal route. Switching back depends on seat availability. Applications must be filed annually and handed in to the child's school by the parent.

Private Sitters

Students will be accommodated based on seat availability. Transportation applications can be obtained from your child's school or our webpage only. Applications are to be handed in to the elementary school the child will be attending and must be filed annually. Applications will be processed in chronological order. In August, the school secretary will notify these parents if the request can be accommodated. If a new student moves into the area where this



will be their legal route, the last private sitter students will be bumped off the route. Students using sitters relinquish a seat on their legal route. Switching back depends on seat availability.

Transportation to After-school Employment

Students requesting transportation at the end of the school day to their place of employment will be accommodated based on seat availability and the following guidelines

1. The student will need to utilize the closest legal bus stop to their place of employment; a new stop will not be created.
2. The transportation will be 5 days per week regardless of the student's work schedule.
3. As this is a courtesy for the district to provide, if a student moves into the area and is assigned that bus for their home stop, this student will be bumped off if there isn't enough room.
4. The request must be sent via email first to the school Principal who will then communicate the request to the Transportation Department.
5. A new request must be submitted prior to the start of each school year.

Supervision of Students at Bus Dropoff at the End of the School Day

The Board recognizes the importance of the supervision of younger students to ensure their safety when being dropped off at their bus stop at the end of the school day. As such, the following guidelines are required for parents/guardians of children in preschool and kindergarten:

1. A responsible individual must be present at the bus stop in order to supervise their preschool or kindergarten child(ren) at drop-off.
2. The parent/guardian of every preschool and kindergarten age child must submit, annually, a form indicating their acknowledgement of the requirements of this regulation. ~~or for parents to indicate that they are providing permission for their child(ren) to be dropped off without an individual there to supervise their child.~~
3. Kindergarten parents may indicate that they are providing permission for their child(ren) to be dropped off without an individual there to supervise their child.
4. In the event a preschool or kindergarten pupil who is supposed to be supervised upon being dropped-off at their bus stop does not have a responsible individual there to



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- supervise the child, the bus driver will return the ~~child pupil~~ to their school where they will be supervised until a parent/guardian picks them up.
5. On the first instance that a ~~child pupil~~ is returned to the school for parent/guardian pickup, there will be no cost incurred; however, on the second and each subsequent instance that their pupil is returned to their school for pickup, the parent/guardian will be charged a \$50 fee to cover the additional costs incurred by the district to transport and supervise their child(ren).

Adopted: 29 April 2009
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