

Tonawanda City School District (TCSD)

2021-2022

TRANSPORTATION BOOKLET FOR KINDERGARTEN FAMILIES



Welcome Students!

TRANSPORTATION DEPARTMENT / ADMINISTRATION

Mrs. Donna L. Hill, Director of Business & Finance

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Questions or concerns, please contact Ms. Maria Butera

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TABLE OF CONTENTS

Kindergarten Bus Stops	3
Request for Alternate Transportation	4
Parent/Guardian Responsibilities	5
Medical Alerts for Drivers	6
TCSD Board of Education Transportation Policy	7
Bus Conduct and Safety Rules	9
Frequently Asked Questions (FAQ).....	11

ATTACHMENTS

Back to School Bus Safety for Students

Alternate Transportation Form

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

KINDERGARTEN BUS-STOP

Kindergarten children are assigned to scheduled neighborhood bus stops. It is the district's expectation that parents/guardians will assist their children during this formative school year by walking to, waiting with and waiting for their children at the bus stop daily.

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 will radio dispatch and return the child to his/her school.

REQUEST FOR ALTERNATE TRANSPORTATION

Alternate transportation will also be provided to NYS licensed childcare locations within the district's boundaries. Alternate transportation forms submitted by the deadline of July 16, 2021 have been reviewed and/or processed. Forms submitted after July 16, 2021 will be reviewed beginning September 14, 2021. Applications are available at all school offices and on the district website under "Transportation."

- 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.
- 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.
- An "Alternate Transportation" form is provided in this booklet for use if your child needs to go to daycare or to an additional address.

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 at least 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.

MEDICAL ALERTS

It is important that bus drivers have information on hand if students have medical conditions that the driver should be aware of or be able to reference. Parents are encouraged to update their student's information with the school nurse yearly. You are also encouraged to inform the transportation department of this information so it can be documented in the transportation system. Drivers are trained on confidentiality and informed of medical information so that the driver may be aware of any difficulties the child may experience during the ride to and from school. It is our intention to provide a safe and least restrictive environment for our students with medical issues. We appreciate the parents' cooperation in this matter.

TONAWANDA CITY SCHOOL DISTRICT BOARD OF EDUCATION POLICY

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:

- Grades K-5 students, up to 0.5 miles
- Grades 6-8 students, up to 1.0 miles
- Grades 9-12 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.

TONAWANDA CITY SCHOOL DISTRICT BOE POLICY (CON'T)

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.

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

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

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.

FAQ – FREQUENTLY ASKED QUESTIONS

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 Business Office through the Alternate Transportation form. Once we know where and when your child will be going, we can assign him/her to the proper bus. Alternate transportation forms submitted by the deadline of July 16, 2021 have been reviewed and/or processed. Forms submitted after July 16, 2021 will be reviewed beginning September 14, 2021.

Forms are included in this booklet and can be returned to the 100 Hinds Street (Door 11 by the tennis courts). You may also email your completed forms to Maria Butera (mbutera@tonacsd.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.

SCHOOL BUS

Back to School Bus Safety

For the safety and security of all children, the following policies will be strictly adhered to:

- Students will be picked up and dropped off at designated locations only.
- Students are to wait for the bus to come to a complete stop, the red lights to flash, and the driver to signal before approaching the bus to board.
- The parent or designated person must wait at the bus stop with the Kindergarten Student in the morning and is also required to be at the stop to meet the Kindergarten student in the afternoon.

Bus Rules for Students

****ALL SCHOOL RULES APPLY WHEN ON THE BUS.****

**** Appropriate conduct and courtesy are expected at all***

times.* • Do not move from seat to seat.

• Stay in your seat, until the bus stops and it is your time to get off. •

Use an inside voice when talking to friends.

• Keep hands and feet to yourself.

• Listen to the directions of your bus driver.

***We look forward to the beginning of a
fantastic educational career for your child!***

~The Kindergarten Team

Alternate Transportation Form



Transportation Start Date _____ / _____ / _____

DUE BY JULY 16, 2021

This form **MUST** be returned to the **Board of Education Office** by **Friday, July 16, 2021** to ensure that your Alternate arrangements are in place by the first day of school. ANY late requests will be processed **after** Friday, September 13, 2021 and parents will be responsible for transportation until notified of a start date by Transpo Bus Service, LLC.

This form can be submitted **ONE** of the following ways:
 • **mailed** to Maria Butera , 100 Hinds St., Tonawanda, NY 14150
 • **faxed** to (716) 694-9467
 • **scanned** to mbutera@tonacsd.org
 • **hand delivered** to Board of Education Office (Door #11)

Student/Household Information (Home)

Student's Name		
School Name	Grade	
Parent/Guardian Name		
Street Address		
Contact Number		

Transportation Information

Please indicate the childcare location below. Childcare will only be offered on a five (5) day a week basis, both a.m. and p.m., to and from the child care location. We will route your child **Monday thru Friday** from the information that you provide below. (Childcare Provider Examples: CCDC, Boys & Girls Club, St. Francis, Etc.)

AM CHILDCARE LOCATION

Name of Childcare Provider _____

Address of Childcare Provider _____

Person at Childcare Provider _____

Phone # of Childcare Provider _____

Check here if AM location is Home

PM CHILDCARE LOCATION

Name of Childcare Provider _____

Address of Childcare Provider _____

Person at Childcare Provider _____

Phone # of Childcare Provider _____

Check here if PM location is Home

- TRANSPORTATION TO/FROM DAYCARE/BABYSITTER IS TO ONE LOCATION IN THE AM AND ONE LOCATION IN THE PM. WE CANNOT TRANSPORT TO MULTIPLE LOCATIONS. NO ONE DAY HERE, ONE DAY THERE, ETC.
- **ONLY ONE ALTERNATE ADDRESS WILL BE ACCEPTED**
- 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 daycares, 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.
- For grades K-4, the alternate address must be within the attendance area of the child's school.
- 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 #5721.
- If the alternate location is within a walking zone, a bus will be declined.
- For efficiency of operation and child safety, only one alternate address will be accepted.
- All pick up/drop off spots must be approved and are approved at the

NOTE: All Alternate Transportation Form requests EXPIRE at the end of each school year. If a parent/guardian needs the form to be carried over to the following school year, a NEW form is required.

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.

Parent/Guardian Signature _____

Date _____