BATAVIA CITY SCHOOLS
260 State Street
Batavia, NY 14020
(585) 343-2480, Fax: (585) 344-8204
Scott C. Rozanski, Business Administrator
srozanski@bataviacsd.org

Student Transportation of America (STA) will again be transporting students to/from school for service within the district, parochial schools and for sports/field trips in 2021-22. STA's contact information is (585) 250-4034.

Attica Bus Company will again be transporting students that have transportation services recommended. Attica Bus Company's contact information is (585) 591-2107.

Parents/Guardians will receive the bus route information directly from each transportation contractor. ***STA parents/guardians can obtain current route information online at**: https://geneseevalley.thebusportal.com/elinkrp/Login.aspx The user name and password is your child's student ID number (as indicated above). You will be required to change your password after you log in. If you forget your password, follow the prompts for recovery on this website.

Calls regarding any problems or concerns with bus times, bus routes, bus driver issues, bus pick-ups or bus drop offs should be made directly to the bus contractors (STA or Attica Bus Company). Any problems or concerns with the transportation service provided by either STA or Attica Bus Company, please report to my attention at 343-2480 x 1002 or via email at srozanski@bataviacsd.org .

Facemasks are required on all buses and students may be placed in assigned seats. All buses are equipped with cameras and a GPS.

For students being transported by STA, students attending Jackson and John Kennedy will be riding the same buses and students attending Middle School and High School will be riding the same buses. The District is supporting STA buses with bus monitors for the afternoon ride home on the Jackson and John Kennedy buses and some of these same buses will also have a bus monitor in the morning. There may also be a monitor on the Middle and High School buses. These bus monitors will assist the bus driver in student management.

Safe Stop Bus App - Tentative sign up for service beginning no earlier than 9/12/2021:

Again, this year, parents/guardians can sign up for the Safe Stop app. The app provides parents information on location of the bus (updated every 30 seconds) and emergency bus alerts. See additional flyers (one for new enrollment and one for returning users) enclosed about Safe Stop. Your child's student ID number, which is required to enroll in the app, is provided above. In addition, you will need the access code to enroll which is on the flyer and is: BATAVIA

Some additional information on the app is as follows:

- You can also go to YouTube to view a video that also goes into some detail about Safe Stop. You can search on YouTube SchoolWheels Direct SafeStop or go to
  - https://www.youtube.com/watch?v=56uro-CBDU0
- The app is active only for Home/School transportation. The app is not available for use for field trips or athletic trips.
- Changes to student transportation requests may take a couple of days to become active.
- Changes to buses used by the contractors sometimes happen. As long as enough notification is received (ie a scheduled maintenance procedure) the app will reflect the current bus assignment change. If it is a last-minute change before a bus route begins, the app may not reflect the actual bus route. Every attempt will be made to make notifications via the alert process if this occurs.

Other procedures or information with no change:

1. Any request for transportation changes (switch of location – permanent or temporary) must be received, **by the appropriate school office or the business office and in writing**, at least three (3) business days prior to the effective date. For example, a request to a new childcare location pick up on September 20 (Monday) must be received no later than September 15 (Wednesday). **All changes must be submitted in writing on the Transportation Request/Change Form and returned directly to the District (any Main Office or to the Business Office).**

2. Emergency changes in transportation as a result of death in the family, severe illness to the parent, guardian, childcare provider or immediate family member or other emergency must be received at the appropriate school office. **Please make sure your emergency contact information is updated and there are sufficient (multiple) contacts listed to provide a back- up plan in case the emergency involves your contact person.**

3. All requests to pick up a child must be in writing, communicated by the parent/guardian and received by the appropriate school office. For planned pick-ups, we are requesting a note be received by 9:00 AM the day of the request. For unplanned pick-ups (including emergencies), to ensure a safe and timely transfer of the student to the parent/guardian, the student must be signed out in the main office prior to the child boarding the school bus.

Appropriate transportation request/change forms and other information will be available at the school building, on our website (http://www.bataviacsd.org) under District Information/Business Office/Transportation and at the district office – transportation department. I have included an extra transportation change/request form for future use, if needed. You are receiving this letter because your student is receiving transportation; only complete the transportation request/change form if/when there is a future change/request.

***Please be advised, each year a new/updated request form must be completed to request transportation services.**

Student misbehavior is not tolerated. The following consequences for violators of the bus rules have been determined to be a fair and reasonable procedure:

Verbal warning	date documented with violation
Assigned a different seat	date documented with violation
1st Written Violation	to Administrator and home – previous warning dated
2nd Written Violation	Administrative referral may include 1-5 day removal from bus
3rd Written Violation	Administrative referral may include 5+ day removal from bus and possible Superintendent Hearing

This process is subject to be expedited for any severe misbehavior and for any student who threatens bullies or displays behavior that might endanger the health, safety and welfare of self, other students, teachers and/or staff. This could result in the immediate suspension of the student from the bus and may include a recommendation for a Superintendent hearing to determine the student's future status.

If you have any questions please contact your child's building (interim) principal or the Business Administrator.

Jackson Primary	Maureen Notaro	343-2480 x 4000
John Kennedy Intermediate	Brian Sutton	343-2480 x 5000
Batavia Middle	Nathan Korzelius (interim)	343-2480 x 3000
Batavia High	Paul Kesler	343-2480 x 2000
Business Administrator	Scott C. Rozanski	343-2480 x 1002

Sincerely,

Scott C. Rozanski
Business Administrator