

Tonawanda City School District (TCSD)

2020-2021

TRANSPORTATION BOOKLET FOR KINDERGARTEN FAMILIES



Welcome, Students!

TRANSPORTATION DEPARTMENT

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

KINDERGARTEN BUS STOPS

Kindergarten children are assigned to the neighborhood bus stops with other neighborhood children. It is our expectation that parents/guardians will assist their children during this formative school year by walking to and waiting with or waiting for their children at the bus stop.

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

Occasionally, specific daycare needs, required because of parents'/guardians' work schedules, necessitate modifications to a student's transportation between school and home. Whenever possible, transportation is provided to daycare facilities or to an additional parent home. Our practice is to provide transportation to day-care providers within the school district, and multiple parent homes to which your child is assigned only when it is on the bus route and the Alternate Transportation Form (last page) is completed and turned in by July 24, 2020.

REQUEST FOR ALTERNATE TRANSPORTATION

If you are requesting alternate transportation for your child, an alternate transportation form must be completed and returned to the school district. The form must be completed in its entirety to be processed.

The use of the 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 day cares, 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.

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 #5710)

- 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.
- In order to establish and publish bus route information, requests must be submitted prior to July 24th. *Requests filed after July 24th will not be implemented until September 11th.*
- All pick up/drop off stops 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.
- If the alternate address is within a walking distance, transportation will be declined.

REQUEST FOR BUS STOP CHANGES

“SAFETY INCLUDES A PARTNERSHIP APPROACH WITH PARENTS/GUARDIANS, SCHOOL AND STATE.”

The form is available upon request for MEDICAL or SAFETY reasons. If you have documentation to support a bus stop change, call (716)694-7690 ext 1000 or email Karen Burkley at kburkley@tonacsd.org to obtain a copy of the form.

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 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 to the designated bus stop, 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.

TCSD BOARD OF EDUCATION TRANSPORTATION POLICY

5720 TRANSPORTATION OF STUDENTS

In order to read the policy in its entirety, please follow this path:

www.tonawandacsd.org > our district > Board Of Education > Left box, section 5000 > scroll to the bottom of the screen and click on the number 3 > policy 5720 transportation of students.

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.

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

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

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.

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.

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. If the alternate location is within walking distance to the building of attendance, a bus will not be provided.

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 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. Your alternate arrangement requests should be made **no later than July 24, 2020** in order to be assigned the proper bus before orientation day.

Forms are included in this packet and can be returned to the 100 Hinds Street (Door 11). You may also email your completed forms to kburkley@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.

Alternate Transportation Form



Transportation Start Date _____ / _____ / _____

DUE BY JULY 24, 2020

This form MUST be returned to the Board of Education Office by Friday, July 24, 2020 to ensure that your Alternate arrangements are in place by the first day of school. ANY late requests will be processed after Friday, September 11, 2020 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 Mrs. Burkley, 100 Hinds St., Tonawanda, NY 14150
- **faxed** to (716) 694-9467
- **scanned** to kburkley@tonacsd.org
- **hand delivered** to Board of Education Office (Door #11)

Student/Household Information

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

Transportation Information

(Licensed Childcare) Provider Name		
Street Address		
Contact Number		
	AM Pick-Up (i.e. Home, St. Francis)	PM Drop-Off (i.e. B/G Club, Home)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

- This form is to be used for the **2020-2021** school year and must be returned by **Friday, July 24, 2020** to ensure alternate arrangements are in place by the first day of school.
- 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-3, 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 #5710.
- 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 stops 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.

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