



## Transportation Department

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**TO: Parents/Guardians of Transported Students**  
**FROM: Heather Van Mater**  
**RE: Student Transportation for the 2019/20120 School Year**  
**DATE: August 28, 2019**

**Transportation Rules, Policies and School Calendar can be found on the Hopewell Valley Regional School District Website. [www.hvrtd.org](http://www.hvrtd.org)**

*Additional notes:*

- Students must follow bus rules posted inside the school bus.
- Students who do not comply with bus rules will be reported to the school principal. Transportation privileges may be suspended or terminated based on the severity of the charges.
- Video cameras may be utilized to monitor activity on the school bus.
- Musical instruments and large items that cannot be handled or held safely by the student shall not be allowed on the bus.
- Students in grades PK- 12 will have assigned seating.
- Bus drivers and school principals are responsible for seating assignments. \*

\* Requests to change seating assignments should be directed to your child's school principal.

**HVRSD strives to maximize vehicle capacity and may have limited seating to accommodate special transportation requests.**

- All students must ride the school bus assigned to them for accountability.
- Current policy requires any change of pick-up or drop-off be based on available seats and existing bus stop locations. All requests must be approved 24 hours in advance by the Transportation Director and Building Principal.
- Other requests, such as family emergencies, will require an approval note from the Building Principal.

**Lost/Misplaced items**

If your child misplaces an item, please ask him/her to check with the bus driver before calling our office. The bus driver will hold found items at the front of the vehicle.

**The Transportation office is staffed from 6:30 a.m. until 5 p.m. weekdays.**

- Please call our office if you observe anything unusual or unsafe. Your help is always appreciated to ensure the safety of all students.
- Your calls are important! Please be patient as this is a very busy time of year. All calls and phone voice mail messages are logged. Please leave your phone number, reason for the call and indicate if you wish a return call.

**Please note: Adjustments to routes and schedules require a minimum of ten working days to properly notify contractors and confirm with the schools.**

**Your cooperation in communicating this very important message to your child is appreciated.**

Your child should understand the important part he/she plays in accomplishing SAFE and EFFICIENT school bus transportation.

Riding a school bus is a privilege based on appropriate, safe, and respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.

### **Enroute to Bus Stop:**

Parents/guardians are encouraged to review their child's walking route to and from the bus stop. Students need to be prompt and should arrive at the bus stop 10 minutes prior to their scheduled pick up time.

### **At the Bus Stop:**

While at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect others' property. It is suggested that parents/guardians supervise their child at the bus stop whenever possible.

### **Boarding the Bus:**

When the bus approaches and while on the bus, students must observe the instructions of the driver. It may be necessary to cross the road to board a school bus. Students should wait until the bus comes to a complete stop, the door is open and the driver gives the student the signal to cross in front of the bus. Always cross in front of the bus with the aid of the flashing stop sign lights and cross arm. Never go under or reach for anything under the bus. If anything goes underneath the bus, inform the bus driver.

### **Passenger Conduct:**

Safe, respectful conduct is expected of all passengers to insure safety. Listed below are the rules for the School bus:

**Stay in your seat, with hands to yourself.**

**Always respect others, the bus, and yourself.**

**Follow the directions of your bus driver all the time.**

**Eating and drinking are not allowed on the bus.**

**Talk quietly: Please do not shout; No hurtful words.**

**Your safety is our #1 concern; you are responsible for your actions.**

Always remember to keep aisle ways and doorway clear of feet, books, etc. Never open windows without the driver's permission. Windows shall be only half way down when given permission to be opened. Remain seated until the bus comes to a complete stop and the driver opens the door. Students will be quiet at railroad crossings.

Serious or persistent violations offensive to, or endangering the safety of others will result in progressive discipline. A student may receive a verbal warning, receive a written warning, be suspended from riding

the bus, or be denied their bus riding privileges. Certain activities may result in immediate suspension from bus riding privileges and possible criminal charges. These include but are not limited to:

- Fighting on the bus
- Throwing objects in or out of the bus
- Possession of dangerous weapons or like articles
- Destroying or defacing school district or private property
- Smoking, or use/possession of drugs, alcohol or any form of tobacco
- Obscene gestures or profanity directed at the bus drivers or others
- Any part of the body extended outside of the bus
- Assault on a bus driver

**Accidents / Breakdown:**

Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, accidents and breakdowns can happen. All the buses have radio communications and help is just minutes away. One of the most important things to a bus driver in the event of an accident or breakdown is passenger cooperation.

**After School Activities**

Parents/guardians are encouraged to discuss your child's after school activities to ensure their location at all times.

As always, if you have any questions or safety concerns please contact our Transportation Office.

**Ph. (609) 737-4002 X 2804**