

BUS INFORMATION / REGULATIONS / SAFETY

The City School District of Batavia wishes to provide the safest and best transportation for school children who are eligible for transportation. To ensure the success of this endeavor, it is essential that parents and children observe the following regulations. Please read through this information sheet to familiarize yourself and your child with proper bus riding procedures. Keep it handy for reference throughout the school year. **FACEMASKS REQUIRED!**



Transportation services shall be provided, within District boundaries, to meet the needs of children within specified limits and areas established by the Board of Education. Upon the presentation of completed transportation request form (completed annually), transportation shall be provided for children attending public, parochial or private schools with these limits:

	If Requested
Grades PreK-1 (Jackson Primary School)	Greater than 0.50 mile
Grades 2 - 4 (John Kennedy Intermediate School)	Greater than 1.00 mile
Grades 5 - 8 (Middle School)	Greater than 1.50 mile
Grades 9 - 12 (High School)	Outside of City Limits
Grades PreK - 12	

The distance is measured by the shortest route available over public streets from the student's home to the school.

- Children who have approved medical permits will be permitted to ride regardless of the distance they live from the school they attend. Such children will be required to supply an annual statement from a physician testifying their physical condition is such that they should be allowed to ride the school bus.
- Children attending private schools out of the District shall be provided transportation within a limit of 15 miles.
- Children attending special schools shall be provided transportation within legal limits.

REGULATIONS

1. Parents should train children who are waiting to board a bus to remain at the designated place, in an orderly manner. Children **must be waiting outside** at the designated point. The bus driver is instructed **NOT TO WAIT** for children so the bus will remain on schedule.
2. No child is permitted to cross the road to board or get off the bus on the following roads: Pearl Street and Pearl Street Road, Clinton Street and Clinton Street Road, Alexander Road, East Main Street Road, Ellicott Street Road, and Lewiston Road. On other streets, children must wait for the bus driver's signal before crossing.
3. Changes to a child's busing arrangements require the completion of a Transportation Request/Change Form. The change will become effective within 3 days after submission to the School District (submit to Business Office or your child's school building). Any changes regarding the afternoon schedule (child to be picked up) will need to be communicated in writing to the school main office by 9:00 AM. **Drivers are not authorized to accept notes from home for students to ride a different bus.**
4. Bus drivers are instructed to return children only to designated locations. No special stops are permitted for any reason except as designated by the Director of Transportation. Many stops must be combined; therefore, children will be asked to walk to designated points.
5. Only eligible pupils will be allowed to ride the bus. Guests of children may **not** ride the bus.

6. Parents **MUST** make arrangements for children who may be excused early from school without warning due to bad weather conditions or other emergencies, which may occasionally force early closing of school. Civil Defense officials may require early closing without warning. Listen to Batavia radio station WBTA 1490-AM during storms or emergency conditions for information. Please make sure your telephone contact information is current with both the school district and bus contractor. Automated calls are also used for emergency situations.
7. **MAIL BOXES AND HOUSE NUMBERS MUST BE MARKED** so that the bus drivers will know where to stop. This is very important and your cooperation is requested, especially outside of the city limits.

BUS SAFETY ~

Prior to getting on the bus:

- Arrive at the bus stop about five (5) minutes before the bus arrives.
- Buses will not pause or stop unless the student is at the stop and visible to the driver.
- Respect the property at the bus stop - stay on sidewalk or driveway - off the lawn and out of the street.
- Stay back from the road while waiting for the bus.
- Line up at the stop; do not push or shove, wait for the bus to come to a full stop before approaching it.
- Before crossing in front of a bus, be sure you can see the driver and the driver can see you.
- Wait for the driver's signal to cross the road.
- Never throw snowballs or other objects at or around a bus.
- Do not fight with or harass other students at the bus stop.



While on the bus:

- Extreme caution must be used in boarding or getting off the bus. Children should wear proper Footwear and **FACEMASKS are REQUIRED.**
- Be courteous; speak quietly; do not be destructive and keep the bus clean.
- Stay in your seat. Do not stand, move about or change seats while in transit. The bus driver is in charge and has the right to assign seats (**all students will have assigned seats.**).
- Keep arms and legs out of the aisle.
- Keep all carry-on items (e.g. books, lunch boxes, etc.) on your lap. They are not permitted to be in the aisle.
- Do not eat, drink or chew gum on the bus (e.g.: no pop cans, water bottles etc.).
- If an umbrella is necessary due to inclement weather, it must be given to the driver when boarding the bus and then retrieved when exiting the bus. Students may NOT keep them in their seat.
- Do not tamper with the emergency doors or windows.
- It is recommended that all toys, cell phones or items brought to school or from school should remain in the student's book bag or backpack. If they are not kept securely, are used inappropriately, or if there is a distraction involving the item, the item could be confiscated by the driver and turned into the bus Manager. Confiscated items can only be retrieved by a parent/guardian at the bus garage. Cell phone use and texting is limited and students must follow the guidelines of use as if they were still at school.
- Do not carry any object on the school bus which can obstruct the driver's view or which interferes with student space, safety or comfort. Examples of such objects include, but are not limited to, skis, ski poles, skateboards, roller blades, large musical instruments, scooters, golf clubs, snowboards, lacrosse rackets, hockey sticks (field, street, or ice).



No animals of any kind are allowed on the bus. This includes, but is not limited, to pets or “projects” from home or school (BOCES included) such as mice, gerbils, snakes, cats and kittens, hamsters, fish, rabbits and bunnies, dogs and puppies, ferrets. No exceptions will be made regarding this rule.

Observe the **absolute prohibition** of:

- Fighting/pushing/shoving.
- The use of tobacco products of any form
- The possession of any illegal drug and/or alcohol.
- The possession of any article, which can be construed as being a weapon.
- Vulgar, obscene language or gestures.
- Taking pictures or videos with cell phone or similar device

The school bus is treated as if it was a classroom. The school bus is extension of the school and all school rules apply. The **BUS DRIVER and BUS MONITOR** are the authority on the school bus. The bus ride is also a situation in which strict observance of rules are necessary to ensure safety of those who ride the bus. Standards of behavior and respect for others, which are customary in school, are also expected on all buses at all times. Cameras are in place on all buses to assist with student safety. The cameras and videos will be used in student discipline matters.

If you have any questions or concerns, please contact the Student Transportation of America or STA (for students attending Batavia Schools K-12 or parochial schools) at 585-250-4034; Attica Bus (students recommended for transportation) at 585-591-2107 or Business Administrator Scott C. Rozanski at 585-343-2408 x 1002.

Parents, please be aware that if you feel that there is a problem on your child's bus you need to contact the bus contractor or Principal immediately. **Do not attempt to resolve the issue yourself by boarding the bus. This is strictly prohibited!** We would encourage you to ask your child daily if there were any ill events that have taken place on the bus. Finding out and contacting the bus contractor or Principal as soon as possible will help us to determine the potential issue and resolve it. Children must not attempt to handle problems with other children on their own. Please also encourage your child to tell the driver when there is a problem. Obviously, drivers or monitors are unable to see everything that takes place on the bus and without informing them, it is extremely difficult to remedy the situation. If a child takes matters into their own hands, they will be subject to the same disciplinary actions as the original offenders.

Bus drivers and monitors will make every effort to see that children behave on the bus. If necessary, the driver may assign seats (all Jackson and John Kennedy students will have assigned seats). To increase safety, it is essential that distractions to the driver be minimized. Cooperation with the driver and monitor is required at all times in order to help make the ride comfortable and safe. It is important to understand that riding the bus is a privilege and not a right. **CHILDREN WHO MISBEHAVE WILL BE DENIED TRANSPORTATION** and it will become the parents' responsibility to get the child to and from school. A child who misbehaves will be taken to the principal or returned home and necessary action will be taken. Abusive behavior will NOT be tolerated. Parents or guardians are financially responsible for any damage caused by a student on the bus.

Any problems or concerns with either bus contractor service, please contact Scott C. Rozanski, Business Administrator at 343-2480 x 1002 or via email at srozanski@bataviacsd.org