

# Barrington Public Schools Transportation Handbook



## I. INTRODUCTION

Bus transportation to and from school is available for students in Kindergarten through twelfth grade who are qualified by the Barrington Public Schools (BPS). The bus transportation provider and BPS determine the location of the bus stop locations based on the student's address, the town's road system, the safety of the students, and the efficiency of the bus runs. As always, parents have the right to drive their children to or from school. It is important to note that transportation is a privilege, BPS maintains the right to suspend or revoke the riding-privilege of any student who does not comply with the rules and regulations in this handbook, or school/district discipline policies.

### **Schedules and Bus Stop Locations**

Parents can view their child's transportation schedule and bus stop number on the Student Demographics page in Aspen. In addition to Aspen, schedules are listed by school on the [Barrington Public School Website](#) and are published in the Barrington Times prior to the start of the new school year.

***Expect delays the first several weeks of school while the driver settles into the new schedule. Pick up times are only estimated times and may vary as students are added or deleted from bus routes during the course of the school year.***

### **Behavior Expectations**

Students who ride the school bus must follow behavior guidelines at all times. BPS will withdraw bus transportation from students who fail to observe the rules and regulations outlined in the transportation handbook, school/district discipline policies, threaten the health or safety of other students, or engage in discipline problems on the bus.

School bus safety is everyone's responsibility. Violations of school bus policy, or motor vehicle laws and unsafe conditions, should be reported to the proper authority. If you have questions concerning school bus policy or safety, contact your child's Principal or the Transportation Department.

## II. WALKING DISTANCE TO SCHOOL AND BUS STOPS

BPS provides transportation in accordance with the law to Barrington residents attending private and parochial schools, only eligible students may ride the bus.

[Barrington School Committee Policy](#) has established guidelines for walking distances from a student's home to school and to assigned bus stops.

Bus routes will be established so that an authorized bus stop is available for eligible students at a walking distance from their home of no more than the distances outlined in the [Transportation Policy](#). Distances will be determined according to the shortest route by traveled road and/or paved public sidewalk.

BPS determines the bus stops based on safety conditions: line of sight, ability to safely pull in and out of pickup points/traffic, available turn-around if necessary, route to/from the bus stop from the student's residence, neighborhood student population, distance between stops and efficiency of time and resources, etc.

Each year, BPS assigns students' bus stops based on their home address and indicators noted above, regardless of arrangements made the previous year.

### KINDERGARTEN THROUGH 1ST GRADE

All K-1<sup>st</sup> residents who live *more than one-half of a mile* from their assigned school are entitled to transportation.

A parent/guardian or designee **must** pick-up **students in K-1** at the bus stop. The transportation provider will return any K-1 children who are not met by a parent or designated adult to the school (or police department if BPS staff are not available to meet them at the school).

### 2<sup>nd</sup> GRADE THROUGH 5<sup>th</sup> GRADE

All 2<sup>nd</sup> -5<sup>th</sup> residents who live *more than three-quarters of a mile* from their assigned school are entitled to transportation.

### 6<sup>th</sup> GRADE THROUGH 12<sup>th</sup> GRADE

All 6<sup>th</sup> -12<sup>th</sup> grade students who live *more than two miles* from their assigned school are entitled to transportation.

## STUDENTS WITH DISABILITIES

BPS determines transportation through the student's Individualized Education Program (IEP). If special transportation is required, BPS provides bus transportation to the school designated by the IEP team regardless of the resident's distance to the school.

## STUDENT BUS STOP REGULATIONS

BPS assigns eligible students to a bus transportation route and bus stop, which they must ride. **Except in emergency situations, with permission from the school principal, students are not allowed to switch buses or bus stops.**

Students **MUST** board and unload the bus **only** at their assigned stops. BPS can change a student's assigned bus route to accommodate childcare situations. Please visit the BPS website and complete the [Bus Stop Change Request Form](#). However, students can only be assigned to one (1) bus/stop Monday - Friday for the morning and one (1) bus/stop Monday - Friday for the afternoon. **Students cannot alternate buses.** Requests for bus stop changes, for convenience sake, **cannot** be accommodated.

After BPS provides notification of bus stop locations, a parent/guardian may request a review of a change of stop. Please visit the BPS website and complete the [Bus Stop Change Request Form](#). The Transportation Department will review requests and contact the parent/guardian who submitted the form **within 2-weeks of submission**. Please note, BPS staff will review requests in the order in which they are received.

In an emergency situation, a parent/guardian must provide a note to the school, **not the driver**, with the name of the designated person to whom the student will be released. Once the principal grants permission, the school will provide an approved copy of the note to the driver. The designated person at the stop must show an ID in order to pick up the student. If the driver does not recognize the designated person at the stop, the driver must contact the terminal for verification from the school.

### Considerations to Keep in Mind Regarding Stop Requests:

Every eligible student is assigned to a bus stop even if they ride infrequently. BPS assigns stops at corners for efficiency and to provide transportation to students who live in a neighborhood. The higher frequency of stops made by the bus results in longer ride times for students.

BPS is unable to:

- provide a bus stop at a house that the bus passes

- provide individual house stops that service only one student.
- provide bus stops that are within sight of all students' homes or daycare. (We encourage parents to be at bus stops to promote safe walking and bus stop behavior.)
- accommodate requests for bus stop changes based on weather conditions.

BPS designs the order of pick-up and drop-offs of students to be the most efficient and within the shortest possible time. Based on bus routes, the transportation system may not follow the same drop-off order in the afternoon that they followed for pick-up in the morning. Students who live the furthest from school will have longer bus rides. BPS will determine the length of the bus ride by the distance from school and the number of stops made. For this reason, BPS strives to minimize the number of bus stops.

### III. ADDRESS CHANGES

For a **Student Address Change**, please complete the [Student Address Change Form](#) (Appendix B) and bring the form, along with proof of residency documentation, to the School Administration Office, 283 County Road, Monday through Friday between the hours of 8 a.m. – 4 p.m. including summer months. Once the form is received, the bus company will make the change to the student's bus route as soon as possible.

### IV. LOST AND FOUND

The bus driver will hold articles students leave on the school bus for one week. Students may retrieve lost items from the bus driver. The driver will give any items not claimed within the week to the school office.

### V. SCHOOL BUS RULES AND REGULATIONS

By following a few simple rules, student demonstrate consideration for others and assure their safety. The rules are as follows:

1. The driver is in full charge of the bus, monitors and students. Students promptly follow directions given by the driver and monitor.
2. Students must not, in any way, interfere with the safe operation of the school bus.
3. Only eligible students may ride the bus. Students shall only ride their regularly assigned bus. They will **only** board and exit the bus at their assigned stops.
4. Students may **not** have friends ride the bus home with them. Additional riders may cause an overloaded condition on the bus or may cause other unsafe conditions or delays.

5. Students must arrive at the bus stop at least 10 minutes before the bus is due.
6. Students must stand at least 10 feet away from busy roadways while waiting for the bus.
7. Students will exercise self-discipline at the bus loading area.
8. Students will not push and shove others.
9. Students will use sidewalks, where available when they walk to and from bus loading areas.
10. The school principal, designee, driver, or monitor may assign students a designated seat.
11. Students in grades K through 5 will sit by grade level, oldest in the back
12. Students must observe the rules and expectations of the classroom on the bus. Abusive language, obscene gestures or fighting will not be tolerated.
13. Students and transportation staff may not eat on the bus.
14. Students must keep the bus clean and throw away their garbage. Students refrain from throwing any items out of the windows.
15. No person may smoke, light matches or cigarette lighters on any school bus or at any school bus stop. This includes E-Cigarettes.
16. No person may have possession of, consume, or be under the influence of alcoholic beverages or illegal drugs on any school bus or at any school bus stop.
17. Students may not, at any time, extend any part of their body outside of the bus window.
18. Students may not possess anything that may cause injury to others.
19. Students will keep their books and personal belongings out of the aisle.
20. No one, other than the driver, may sit in the driver's seat. No one may be located to the immediate left or right of the door.

21. Students must remain seated for the entire bus ride, and may not exit the bus until it has come to a complete stop.
22. Students must leave the bus in an orderly manner. They must not cross the road until given permission by the school bus driver. When boarding or leaving the bus, students should be in view of the driver at all times and must cross the road at least ten (10) feet **in front** of the school bus and never behind it.
23. In the event of an emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
24. Students ***should never*** chase after any item that has fallen under or in front of any school bus. Immediately notify the bus driver, monitor or teacher.
25. Parents of students causing damage to school buses will be held responsible for full statutory reimbursement. Parents will be afforded the opportunity to make restitution within ten (10) school days, after which a complaint will be filed in accordance with the General Laws of the State of Rhode Island.
26. BPS will not tolerate bullying, as outlined in the on the [Statewide Bullying Policy](#). All acts of bullying **MUST** be reported to the building administration and a determination of bullying could result in the loss of bus privileges.
27. No student shall throw anything at or within a school bus.
28. Students may not take pictures/video recordings with personal devices on the bus.

## **VI. DISCIPLINE PROCEDURES**

The school principal establishes a positive disciplinary climate and educates students about acceptable bus behavior. School Administrators and the Transportation Department enforce

the Conduct & Discipline Guidelines and Bus Safety Rules. Please refer to your school's Student Handbook for more information.

1. School bus transportation is an extension of the school system. A student's misconduct at a bus stop, or on a bus, is sufficient reason to discontinue providing bus transportation to the student involved.
2. Students violating rules and regulations will be reported to the Bus Company Manager and the Principal on the standard form. (see Appendix A – Bus Conduct Report)
3. The Building Principal or their designee will investigate the violation and, if substantiated, the Principal will proceed with disciplinary measures, as stated in the Violation Section of this policy.
4. Due process will be followed, including the right of appeal to the next level of authority.
5. Serious or extreme offenses of misconduct which endanger others on a bus may result in immediate suspension of bus privileges.
6. Principals maintain an independent administrative file of all actions dealing with disciplinary suspensions or warnings regarding transportation.
7. Principals will inform the person filing the report of such violation as to the action taken on the report.

## **VIOLATION SECTION**

### **FIRST VIOLATION – ALL STUDENTS**

The student will be given a verbal warning for a first offense. If the violation is deemed to be one of a serious nature, one or more of the penalties listed in this section may be administered immediately.

### **SECOND VIOLATION – ALL STUDENTS**

A three (3) day suspension of bus services.

### **THIRD VIOLATION – ALL STUDENTS**

A five (5) day suspension of bus services.

#### **FOURTH VIOLATION – ALL STUDENTS**

A ten (10) day suspension of bus services.

#### **FIFTH VIOLATION – ALL STUDENTS**

Suspension of bus services for the remainder of the semester.

### **VII. VIDEO RECORDERS ON SCHOOL BUSES**

Video cameras are in use on school buses to monitor school transportation. Students will not be notified when a recording device has been installed on their bus.

The principal reviews recordings on a routine basis and documents and addresses incidences of misconduct. Students in violation of the district's bus conduct rules, as contained in the transportation handbook, will be notified and disciplinary action will be initiated.

Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Recordings shall remain in the custody of the school district;
2. Parents or students over the age of 18, who wish to view a video recording in response to disciplinary action taken against a student may request such access under the procedures set out in the Student Records Management policy of the district; and
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

For more information please visit:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/386466/Video\\_Cameras\\_on\\_School\\_Buses.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/386466/Video_Cameras_on_School_Buses.pdf)

### **VIII. Stopping for school bus**

[Rhode Island law](#) states that all drivers must stop before reaching a school bus when the bus is activating flashing red lights. School bus drivers will report all violations to the Barrington Police and a ticket will be issued.

Upon conviction of a violation, a driver will face a civil fine between \$250 and \$500 and/or suspension of his or her driving license for up to 30 days.



The ride to and from school should be an enjoyable, safe experience for all.

If you have any questions regarding student transportation please contact the Transportation Coordinator or the Director of Administration and Finance who will provide you with a response.

Please contact:

Jerilyn Dupuis  
Transportation Coordinator  
Barrington Public Schools  
401-247-3145, Opt 2  
[dupuisj@barringtonschools.org](mailto:dupuisj@barringtonschools.org)

Doug Fiore  
Director of Administration and Finance  
Barrington Public Schools  
401-245-5000  
[Fioired@barringtonschools.org](mailto:Fioired@barringtonschools.org)

## Appendix A – Bus Conduct Report

### Barrington Public Schools Transportation Conduct Report 2019 - 2020

PLEASE PRINT CLEARLY

Student's Name: \_\_\_\_\_

Date of Misconduct: \_\_\_\_\_

School: \_\_\_\_\_ Bus AM \_\_\_\_\_ Bus PM \_\_\_\_\_ Bus # \_\_\_\_\_

Notice # \_\_\_\_\_ Driver's Name \_\_\_\_\_

PLEASE PRINT

#### Driver's Report: (Please complete legibly)

- ☐ **Violation of Safety Procedures/Rules** (including but not limited to: eating/drinking, phone use, standing while bus is in motion, running on the bus, and/or smoking/vaping.)
- ☐ **Disrespectful Conduct** (including but not limited to: language, and treatment of others, including staff)
- ☐ **Destruction of Property** (including but not limited to: bus seats, windows, as well as other's property)

#### Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

#### School Department's Actions:

- ☐ 1st Offense - Verbal warning to student
- ☐ 2nd Offense - A three (3) day suspension off the school bus.
- ☐ 3rd Offense - A five (5) day suspension off the school bus.
- ☐ 4th Offense - A ten (10) day suspension off the school bus.
- ☐ 5th Offense - Suspension from the school bus for the remainder of the semester.

Appendix B – Student Address Change Form

BARRINGTON PUBLIC SCHOOLS  
DWELLING CHANGES WITHIN BARRINGTON

Please complete and return to Administration Office, 283 County Road, with proof of residency:  
(2) Utility Bills (e.g. electric/gas/oil), new lease agreement, or settlement statement or recorded deed

Effective Date of Change: \_\_\_\_\_

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STUDENT INFORMATION

STUDENT NAME(s) and GRADE(s):

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OLD ADDRESS:

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NEW ADDRESS:

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NEW HOME PHONE #:

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PARENT INFORMATION

1<sup>st</sup> PARENT/GUARDIAN NAME:

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ADDRESS (check if same as student)

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Does child(ren) live with you? Y / N

2<sup>ND</sup> PARENT/GUARDIAN NAME:

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ADDRESS (check if same as student)

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Does child(ren) live with you? Y / N

