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| Book | Board of Education Policy Manual |
| Section | 5: Non-Instructional / Business Operations |
| Title | School Bus Safety, Scheduling and Routing |
| Code | 5710 |
| Status | Active |
| Adopted | July 3, 2012 |

Reasonable minimum riding limits shall be established on the basis of the following criteria; distance from home to school and grade attended.

Exceptions to the established riding limits may be made in the case of a child who is either temporarily physically handicapped and for whom a physician has requested transportation, or has been approved for transportation by action of the Committee for Special Education.

Bus transportation shall be provided in accordance with the State Education Law and local action of the voters. Within the District, daily transportation to the public, private and parochial schools shall be provided to students who live at or beyond the distances indicated in the following chart:

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| Children in Grades 6 and lower..... | 0.5 miles |
| Children in Grades 7 through 12 | 1.0 miles |

Children attending private and parochial schools, same as above, are subject to fifteen (15) mile maximum.

Determining Eligibility for a Bus Pass

The distance from the student's home to his/her assigned school shall be the only criteria for determining eligibility for a bus pass (except for medical passes). Distances from "home to school" shall be determined by the transportation supervisor of the District using the school car, MapQuest or other computerized mapping/direction program. The distance from "home to school" shall be measured from a point in the street, which is the shortest distance from the front door of the pupil's residence, to the designated point at the school to which the student is assigned. In addition, such distance shall be measured by the shortest available route.

Transportation of Children to Nonpublic Schools

Requests for daily student transportation to nonpublic schools must be submitted annually by parents. Such requests must be submitted no later than April 1 in order for a child to be eligible for transportation the following September. If a child is not a resident of the District on April 1, parents must submit a written request for transportation within thirty (30) days after establishing residency. The Greenburgh Central School District Board of Education may grant an exception to the April 1 deadline only upon parental request that specifies the nature of the extenuating circumstances, and where the exception will not involve any additional cost to the School District.

Transportation to and from - Before and/or After-School Child Care Locations

Transportation may be provided to and from a child-care location and/or from school to a child-care location upon the written request of the parent or legal guardian under the following conditions:

- a) Such request must be submitted in writing no later than April 1. However, the parent or guardian of a child not residing in the District may submit a written request no later than thirty (30) days after establishing residence in the District.
- b) The District shall not be responsible for transportation between the child-care location and the home. A student attending a child-care location shall not be eligible for transportation from his/her home to the child care location nor from the child care location back to his/her home.
- c) Provision of service shall be limited to child-care locations located within the Greenburgh Central School District.
- d) Eligibility for transportation shall be limited to Pre-Kindergarten (in District) through grade 12. The child-care provider's location must meet the same mileage requirements established for students.
- e) Eligibility for such transportation may be provided on a regular basis only for a child who attends school within the District.

Issuance of Bus Passes

Bus passes for children within the District eligible for transportation shall be provided before the opening of school by the Transportation Office.

Suspension of Bus Privileges

Students are required to behave on the bus in such a manner that they do not endanger the comfort, welfare or safety of other students on the bus. If a student violates bus rules and is found to be disruptive, disorderly or insubordinate, his/her pass may be suspended by a Principal, the Superintendent of Schools or his/her designee. The transportation department is to be notified in writing of such instances of a pupil's having his/her riding privileges suspended for a period of five (5) days or fewer. If it is recommended that the period of suspension of riding privileges is to exceed five (5) days, prior approval of the Superintendent of Schools or his/her designee must first be obtained. The Director of the transportation department will keep the Superintendent of Schools informed of all suspensions. During such period of suspension, the parents involved will be responsible for seeing that their child gets to and from school safely.

School Bus Safety Program

The safe transportation of students to and from school is of primary concern of the administration of The Greenburgh Central School District. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Transportation Supervisor, in cooperation with the Principals, has the responsibility of

developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

All buses and other vehicles owned by vendors/contract bus companies with whom the District contracts will have frequent safety inspections and be serviced regularly. The vendors/contractors will maintain a comprehensive record of all maintenance performed on each vehicle. These records will be made available upon request of the School District. The contractor must maintain a NYSDOT BUSNET rating of eighty-eight percent (88%).

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Transportation Supervisor by the vendors/contract bus companies.

Annually the Transportation Supervisor shall review each the driver's files to ensure the contractor/vendor is in compliance with all regulatory agencies for those drivers under contract to the District.

Students with Special Needs

Parents of children who develop a temporary medical condition may contact the Transportation Supervisor to determine eligibility on a case-by-case basis in consultation with the District physician. Eligibility due to other than a temporary handicapping condition will be determined by the District Committee on Special Education or the Section 504 Committee.

Student Information

Any mode of transportation used on a regular basis to transport students with a disability on a regularly scheduled route shall, upon written consent of the parent or person in parental relation, have maintained on such mode of transportation the following information about each student being transported:

- a) Student's name, id, address and date of birth.
- b) A list of individuals as emergency contacts who may be able to provide medical information.
- c) Student's medical information.

This information will be maintained within the vehicle assigned to transport the student and will only be made available in an emergency to emergency responders.

Routing Software

Greenburgh Central School District shall own and maintain the software used to prepare the bus routes.

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| Legal | Education Law §§ 1501-b, 3602(7), 3620-3628, 3635 and 3636 |
| | Education Law §§ 1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e, 3242, 3602-c, 3621(15), 3623-a(2c), 3635, 4401-a, 4401(4), 4402, 4404, 4405, and 4410-6 |
| | Vehicle and Traffic Law §§ 375(20)(1) and 375(21-i) |

