

## TRANSPORTATION ROLES AND RESPONSIBILITIES

### MANCHESTER PUBLIC SCHOOLS TRANSPORTATION OFFICE:

**Barbara Walz, Transportation Coordinator, Telephone 860-647-3476.**

This office handles all transportation requests and will assist you with any problems or concerns you may have regarding your child's transportation.

During late August, September and into October, we receive over 60 calls per day. Your calls will be returned; however, we ask your cooperation and patience during this busy time of year. It will be most helpful if you leave the students school, home address, return phone number, and your questions. Please allow us at least two full business days to respond to your call. Keep in mind transportation changes may take up to two weeks to process. You may send an email to [bwalz@mpspride.org](mailto:bwalz@mpspride.org)

**STOP CHANGE:** Bus stops are established to serve neighborhoods and in accordance with safety guidelines. We do not consider changes to existing stops until all eligible students are provided with transportation, which may not be until the middle of October.

Requests for stop changes must be submitted, **in writing**, to the Transportation Office, 45 North School Street, Manchester, CT 06042 or emailed to: [bwalz@mpspride.org](mailto:bwalz@mpspride.org)

### **BUS COMPANY: First Student Transportation**

**Phone number: 860-643-2373**

**Notify the bus company if your child will be absent from a minibus or lift bus (only). Notify the bus company if your child is the only student at a stop and will be out more than 5 days. Bus/minibus stops not used for five days (unless we receive notification from parents) will be eliminated and can take up to 7 days to reinstate.**

**SUSPENSION OF TRANSPORTATION PRIVILEGES:** Transportation to and from school is a privilege. Manchester Public Schools expects all students to obey the rules and regulations as set forth by the Board. If a student misbehaves on a bus/minibus, a discipline report will be sent to the school for disciplinary action. Parents and students should be aware that inappropriate behavior may result in suspension of bus/minibus privileges.

It is essential that students are aware that the safety of all students traveling on a school bus depends on each student acting appropriately. Inappropriate behavior of one student can have serious consequences for all students. Students are expected to contribute to an atmosphere of courtesy and respect on the school bus, and recognize that the bus driver has the **same** authority on the bus as the teacher has in the classroom.

## **HEADSTART TRANSPORTATION:**

Questions regarding transportation should be directed to Head Start at 860-647-5004. Head Start only transports to and from certain areas of town and does not provide town-wide transportation.

Head Start bus children must be met by an adult at their stop. If an adult is not present to meet the bus, the child will be returned to the main Head Start Office on 60 Washington Street. It will then be the parent's responsibility to pick up their child.

## **PARENTS' RESPONSIBILITY:**

- Parents should make sure that children reach the school bus stop **at least** five minutes before the scheduled bus pick up. They must be **OUTSIDE** waiting for their vehicle.
- Parents **must** accompany Kindergarten, Preschoolers, and Head Start children to and from the bus stop. If a child is placed in a daycare, it will be the providers' responsibility to accompany the child in the AM & PM. This is a Board of Education policy.
- Please be aware that the pickup and drop off stop must be the same every day.
- **Parents may not board the Bus.**
- Parents should instruct children to:
  - **Walk** facing traffic, if they must walk on the roadway.
  - **Wait** for the bus driver to activate the lights and wait for the driver to motion them to cross the street.
  - **Wait** on the sidewalk.
  - **Wait** until the bus stops before trying to board. Children must not rush onto the bus. Once on board the bus they should take the next available seat or follow driver directions.
  - **Behave** appropriately walking to & from and while at the bus stop.
  - **Do not** leave trash at the bus stop.
  - **Follow** the bus behavior rules.
  - **No eating is allowed on any vehicles.**
  - Must remain **seated and in an upright position** while on the bus.
  - **Scooters, skateboards, snowboards, roller blades, roller sneakers or roller skates** are absolutely prohibited on school buses at all times. This also means they are not to be placed in backpacks for use before or after exiting the vehicle.

## **CHANGE OF ADDRESS**

If you move within the town of Manchester, you must bring proof of residency to your student's current school office. The school office will process your change of address.

They will then contact the transportation office to implement the bus change. **No** changes will be made until the home school has the required residency documentation and the address has been changed in the school's ESchool database.

Transportation changes can take one to two weeks for implementation. For address changes we will need--student name, grade, school, old address, new address, telephone or cell phone number, and bus or minibus number.

### **WALKING DISTANCE: Board of Education Policy 3541**

The maximum walking distances from home to school or to a bus stop:

- Pupils enrolled in grades K through 6, one mile.
- Pupils enrolled in grades 7 through 8, one and one-half miles.
- Pupils enrolled in grades 9 through 12, two miles.

### **HOW DISTANCE IS MEASURED: Policy 3541.2**

"Walking distance" for **elementary** school students means the linear measure of a prescribed or authorized route between the student's residence and the bus stop or school, measured from the center of the curb line or edge of the paved road in front of the student's residence to the bus stop or pick up or drop off area at the elementary school.

"Walking distance" for **middle school and for high school** students means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her bus stop or school, measured from the edge of the paved road in front of the student's residence to the designated stop or nearest safe entrance to the school grounds.

### **DAY CARE: Transportation available for Grades K-6 only**

Manchester Public Schools will provide busing for childcare purposes for grades K-6 in accordance with the following guidelines:

- **Students must be residents of Manchester.**
- Pupils requesting Day Care transportation may be either riders or walkers. **The day care location must be within the student's school district boundaries in a riding area and at least one mile away from the school.**

- Day Care transportation for walkers will be provided on a **space available basis**, if it does not disrupt the existing schedule of the bus
- Pupils must board or leave the bus at a designated school bus stop.
- If a pupil is picked up in the A.M. at the day care, then the pupil will be dropped off at the same day care in the P.M. If the pupil is picked up in the A.M. at home, then the pupil will be dropped off at home in the P.M.
- Day care transportation will be consistent every school day.
- Parents/guardians of pupils, whose home address would make them eligible to ride, may submit an application for transportation to a day care location prior to August 1<sup>st</sup>. They will be guaranteed space for their child on that bus to the day care location.
- Application for day care transportation presented to the Transportation Office after August 1<sup>st</sup> will be assigned on a space available basis. Seats will be allocated to pupils seeking transportation to day care after allowances are made for all regularly assigned bus riders who reside in the area served.
- Parents/guardians requesting day care transportation that falls within policy guidelines after August 15th may not be accommodated until after October 3<sup>rd</sup>.
- Bus drivers shall transport only the designated pupils on their route. Drivers will run their route in exactly the sequence as outlined by the transportation office.
- Parents **must provide** their child's school with all pertinent Day Care information Including:
  - Student's name, parents' names, home address, phone number, cell numbers.
  - Day Care provider's name, address, phone number, cell number and any other information the parent deems pertinent to the student's day care.

### **MEDICAL TRANSPORTATION REQUESTS:**

Require specification and authorization by a physician. Contact the nurse at your child's school or go online at [www.mpspride.org](http://www.mpspride.org), click on "district", click on "transportation" and you can obtain the appropriate forms and information.

Parents or adult designee of **Kindergarten, Special Education and Head Start Children** are required to be at the bus stop to meet their children. **It is your responsibility to be there for your children.**

- Be ready 5 minutes before your scheduled pick up time. The minibus/lift bus may arrive between 5 minutes before or 5 minutes after the scheduled pick up time. This 10-minute span is needed due to traffic throughout town and the school grounds.
- ***Please allow 20 minutes before and after scheduled pick up time for the first few weeks of school. Delays are bound to happen during this busy time when routes are being adjusted.***

- **Students must be waiting outside.** Minibus transportation is curb to curb. Minibuses will not go into driveways or on private property. The Minibus will not wait for students or blow their horn.
- **The driver cannot leave the driver's seat.** If your child requires assistance getting on or off the minibus or requires supervision, it is your responsibility to make sure someone is there to board the minibus and assist the child with buckling their seat belt, buckling the child into their car seat or E-Z-On vest.
- Minibuses cannot wait for parents in the afternoon. If no one is present to meet your child, the minibus will continue on its route in order to drop off other children. A call will be placed to the guardian and once the route is entirely finished, the minibus will return the student to their school. If guardian cannot be reached, the student may be taken to the Police Station accompanied by a staff member.  
**Chronic abusers will be warned and then referred to appropriate authorities.**
- Say your good-byes and hello's before the minibus arrives. Conversing with your child while still on the minibus delays the route for others.
- If your child is on First Student Transportation and is going to be absent, please call the bus company's dispatch office at 860-643-2373. When you call, leave your child's name, home address, school and the minibus/lift number so that the transportation will be cancelled for the day.
- Head Start parents should call 860-647-5004 for any transportation questions.
- Students that are using Access Transportation should call 860-652-8610.

## **EQUIPMENT FOR SPECIAL ED. HANDICAPPED OR STUDENTS WITH INJURIES**

**WHEELCHAIR:** Maintenance is the responsibility of the family. Wheelchairs must be maintained in good working condition. Batteries should be charged regularly.

**CAR SEATS:** Are provided by the Special Education Department.

**E-Z-ON VESTS:** Are provided by the Special Education Department. Vests must be the correct size and properly fastened. If your child's vest does not fit properly, contact your child's teacher for a replacement.

**LIFT VEHICLES:** There must be an area shoveled at the curb large enough for the driver to stand to operate the lift, with room enough for the lift to be lowered completely.

Drivers will not shovel and will not pick up lift passengers if the area is not completely clear, nor will they pick up students in the middle of the roadway.

**CRUTCHES:** Students with crutches are not permitted to ride the regular full size school buses. Please provide the school nurse with medical documentation of your child's injuries and special transportation arrangements will be made.

## **DELAYS AND EARLY DISMISSALS FOR ALL STUDENTS**

### **90-MINUTE DELAYS (1 hour and 30 minutes) FOR STUDENTS IN THE DISTRICT:**

All delayed openings in Manchester are 90-minute delays. During bad weather, you may obtain information by tuning in to: WTIC AM/FM, WRCH, WZMX, WHCN, WKSS, WWYZ, WDRC AM/FM and WFSB (CH 3) WTNH (CH 8) WVIT (CH 30).

**If your student rides a bus/mini bus he/she will be picked up 90 minutes after the normal pick up time, when there is a 90-minute delay.** It is your responsibility to know what the normal pick up time is and have your student at the stop 90 minutes after that time.

**HEAD START- 90 Minute Delays:** Will run on a 90 minute delayed schedule.

### **90-MINUTE DELAYS (1 HOUR AND 30 MINUTES) FOR OUT OF DISTRICT SCHOOLS:**

If the Manchester Public School system has a 90-minute delay, then all out of district transportation will be delayed 90 minutes. This means that out of district students will be picked up 90 minutes after their normal pickup time. If your town is having a 2 hour delay than your transportation will still run 90 minutes later than it usually does. Your student will arrive a little early on that particular day. Please check the web page for the appropriate times.

### **EARLY DISMISSALS:**

If the Manchester Public System has an early dismissal, ALL schools, **with the exception of preschool and Head Start**, will dismiss two hours earlier than their normal dismissal time.