

MATTITUCK- CUTCHOQUE SCHOOL DISTRICT

This is a Safety Guide for All Grades 'K-12'
Please Print and Keep it as a Guideline throughout their School Years.

A TRANSPORTATION SAFETY GUIDE

DISCUSS AND PRACTICE THESE RULES TOGETHER

START THEM OFF RIGHT



BELONG TO THE SAFETY TEAM

Dear Parents and Students:

Welcome to Mattituck-Cutchogue School Transportation. This booklet will help you get to and from school safely. Please read it with your children and then save it for future reference. Please be aware that for your child's safety buses are equipped with video cameras. Also, it is important to know the name of your child's bus driver and bus route number. Please remember that parents are not permitted to board the buses.

Student bus rules:

1. Arrive at the bus stop 5 minutes before the bus arrives.
2. Follow the driver's directions.
3. No pushing/or shoving while boarding or leaving the bus.
4. Sit in your assigned seat.
5. Remain seated until the bus has come to a full stop.
6. Keep hands, feet, body and objects to yourself and inside the bus.
7. Keep backpacks and lunch boxes on your lap, all papers and books should be in backpacks.
8. Backpacks and music instruments must be put under the seat or on the students lap. Please do not put them in a seat or on the floor so as to block the aisle.
9. No swearing, rude gestures, or teasing.
10. No eating or drinking is permitted while on the bus.
11. Talk in a moderate tone of voice.
12. Large objects, balloons and animals are NOT permitted on the bus.
13. Board the bus immediately upon school dismissal.
14. Vandalism will be paid by for by the offender.
15. Students who cannot behave on the bus will be subject to a written bus report.
16. Parents must transport all extra large objects.

Bus loading rules:

Previous to loading (on the road and at school)

1. Be on time at your designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Bus riders shall conduct themselves in a safe manner while waiting.
4. Wait until the bus comes to a complete stop before attempting to enter.
5. Be careful when approaching bus stop.
6. Bus riders are not permitted to move toward the bus at the school-loading zone until buses have been brought to a complete stop.

While on the bus:

1. Keep your head and hands inside the bus at all times.
2. Assist in keeping the bus safe and sanitary.
3. Remember, loud talking, laughing or unnecessary confusion can divert the driver's attention and may contribute to a serious accident.
4. Keep books, packages, coats and all other objects out of the aisles and on your lap.
5. Help look after the safety and comfort of small children.
6. Do not throw anything out of the bus windows.
7. Bus riders are not permitted to leave their seats while the bus is in motion.
8. Horseplay is not permitted around or on the school bus.
9. Bus riders are expected to be courteous to fellow pupils, and the bus driver.
10. Absolute quiet is to take place when approaching and going over a railroad crossing.
11. In case of an emergency, children are to remain on the bus, listen to instructions from the driver.
12. Parents will transport any food for parties.
- 13. It is suggested that you wear your seatbelt.**

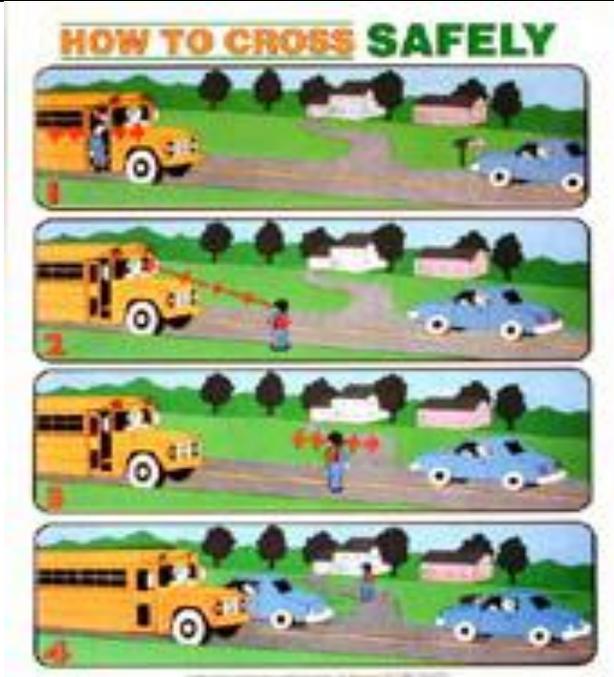
Bus Reports:

Bus Reports are handled according to the severity and number of reports received. The bus driver will report all incidents in writing on a bus conduct form,. The name of the student and a brief description of the violation are given on this Bus Conduct Report form. Bus Consequences range from a verbal warning, recess detention, before or after school detention, and suspension off the bus. Although this is the general sequences of consequences, it is at the discretion of the Administration to implement consequences according to the severity of the incident.

Crossing the road safely:

1. Before stepping out the bus door look to your right to make sure no cars are passing the bus.
2. Walk approx. 15 feet on the side of the road to the front of the bus so that you and the driver are visible to each other, then stop.
3. Look at the driver. (He/She will be checking their mirrors to make sure no cars are coming) and then give you a signal to cross the road
4. While in the street and at the edge of the bus look to your left to make sure a car is not passing the bus.
5. Then walk completely to the other side off the roadway.
6. If at any time the driver's horn is sounded "which means DANGER" stop immediately, and go back to the curb where you came from.
- 7.

**CROSS THE ROAD SAFELY IT'S THE MOST DANGEROUS PART OF A BUS TRIP.
TRAFFIC SHOULD STOP, BUT DON'T DEPEND ON IT. BE EXTRA CAREFUL!!!**



PASSING A STOPPED SCHOOL BUS CAN BE HAZARDOUS TO A CHILD'S HEALTH

Yellow flashing lights on a school bus mean the bus is preparing to stop and load or unload passengers. The **red lights** mean that loading or unloading is taking place.

NYS Vehicle and Traffic Law (1174) requires all motorists to stop for a school bus with red lights flashing on all roads, including multi-lane or divided highways, on school grounds, parking lots – **everywhere!!!**

Each year children are killed by motorists who pass stopped School Buses with flashing red lights to load or unload passengers.

The cost to you

- 1st offense: \$250-\$400 and /or 30 days in jail.
- 2nd offense: \$600-\$750 and/or 180 days in jail
- 3rd offense: \$750-\$1000 and/or 180 days in jail

Parent's responsibility:

1. Parents are responsible for the actions and safety of pupils walking to and from bus stops.
2. Parents are responsible for the actions of the pupils at the bus stops. The school assumes responsibility for pupils only after they have boarded district vehicles.
3. A parent or guardian must be physically present at the bus stop of students that are in Kindergarten and first grade. A designated person or sibling may take the child off the bus if written permission is given in advance to the school and bus driver. In the event that there is no adult at the bus stop when the bus arrives at the student's stop the following procedure will be followed: The bus driver will call base to notify the dispatcher of the student's name. The student will then be taken back to Cutchogue East School, where the parent will be notified to pick up the student.
4. Any parental concerns regarding school buses, bus drivers or student problems must be directed to the school authorities for action. Parents are **NOT PERMITTED** to board a school bus while the bus is actively engaged in transporting children.

Child Care arrangements:

Parents must fill out a Child Care Form and submit it to the Transportation Department for approval. Childcare arrangements **must** be made in advance, and **must** have the approval of the Transportation Dept. Approval will be granted as soon as possible if seating is available. Arrangements **must** be renewed each year **There will be NO exceptions.**

For the safety of the children: Transportation policy states:

Students may be transported from one designated location in the a.m. and to one designated location in the p.m. (i.e. to be designated a.m. – p.m. locations may be different but must be the same every day)

Half-day dismissals:

Due to half-day conferences, the exception to the babysitting rule will apply as follows:

1. Babysitting arrangements may be made to accommodate the parents' schedules.
2. All babysitting arrangements must be made through the transportation office in advance and will be granted only on the availability of seating.
3. Approved babysitting requests must be sent in writing to the teacher, bus driver, main office and transportation office.

PROCEDURE WHEN BUSES ARE UNABLE TO REACH SCHEDULED BUS STOPS

ALTERNATE PLAN FOR UNREACHABLE BUS STOPS

Conditions affecting driver's ability to drop students at regularly scheduled stops include:

Ice, Snow, Floods, Detours, Construction, any reason you cannot take a road to reach a bus stop. Please talk to bus driver at the start of the school year to set up a designated stop.

1. The driver will call the base with the following information:
 - a. Names of students the driver cannot drop off at their proper bus stop.
 - b. Location of stops and location of alternative stop where parents may meet the bus.
2. The driver will give base enough time to call Cutchogue East School, so parents may be reached with the information.
3. The driver will not let any student off the bus unless the Parents or Guardian is present and the student identifies the person waiting to receive them.
4. The driver will return the student to the school at the end of the bus run if no Parent or Guardian is present at an alternative stop.
5. The driver will radio base to inform the school of students being returned (allowing the school time to contact parents).

No students will be allowed off the bus at an alternate stop to walk home without a Parent or Guardian present

If you have any questions or problems, please feel free to contact Ms. Deborah Guryn, Assistant Principal, at 734-6049 or Ms. Judith Passiglia, Transportation Supervisor at 298-4242 Ext. 251. Together we can provide a safe and enjoyable trip to and from school.

TRANSPORTATION POLICY

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation, and with the Commissioner of Education's regulations and decisions pertinent to student transportation. These regulations shall govern any questions not covered by specific declaration of policy herein.

The district's primary aim shall be the safety of all transported pupils. Convenience of pupils shall be considered, within the limits dictated by economical and efficient operation of transportation service. Such rules and regulations, as may be necessary, shall be prescribed by the Board of Education

**Education Law Sections
3602(7) and 3635 et seq.**

HAVE A PLEASANT BUS RIDE AND A SAFE ONE.....

MATTITUCK-CUTCHOGUE JUNIOR & SENIOR HIGH SCHOOL TRANSPORTATION GUIDE LINES

Dear Parents and Students:

Welcome to Mattituck-Cutchogue Jr/Sr School Transportation. These rules and regulations will help you get to and from school safely. Please read it and then save it for future reference. Please be aware that for your child's safety the buses will be equipped with video cameras. Also, it is important to know the name of your child's bus driver and bus route number. Please remember parents are not permitted on the buses.

Transportation is provided for the safety and convenience of pupils. Students are required to obey established rules in order to continue their riding privilege.

SAFE RIDING:

1. Arrive at the bus stop 5 minutes before the bus arrives.
2. Stay back at least six feet from the curb, wait until the bus stops before approaching the door.
3. Board the bus holding on to the rail, sit right down, be courteous and move over for other students.
4. Stay in the seat while the bus is moving.
5. Keep the aisles clear.
6. Keep hands, feet, arms, and legs inside windows.
7. No eating or drinking on the bus is permitted.
8. No guests, pets, large objects are permitted on the buses. For example: Skateboards, glass, sharp objects, combustible items Engine parts etc.
9. Be courteous: speak quietly.
10. No throwing objects either in the bus or out of windows.
11. Listen to driver instructions.
12. When exiting the bus stand only when the bus has stopped
13. Walk directly from the unloading area.
14. *If crossing the street: cross in front of the bus immediately after exiting. Walk 10 feet from the front bumper – make eye contact with the driver wait for a signal to cross while looking both ways before crossing.

CHANGE OF BUS OR BUS STOP:

In the rare and unusual situation that a secondary student needs an alternative drop off location, a written note from a parent/guardian and signed by a secondary administrator is needed. Students from another district are not allowed to ride a Mattituck District bus, unless they have **special permission** from Administration.

BUSING FOR AFTER SCHOOL ASSIGNMENTS:

A shuttle bus at 3:00 to Cutchogue East Elementary School is available for any student who needs transportation home from school related activities, or studies. Students must have a pass signed by their teacher or staff member. This pass is given to the bus driver at the elementary school. NO student will be allowed to take an elementary bus with out a signed pass.

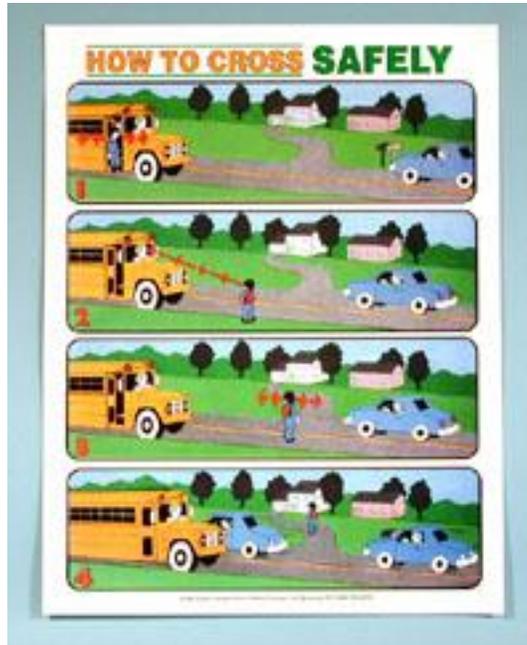
PARENTS RESPONSIBILITY:

1. Parents are responsible for the actions and safety of pupils walking to and from bus stops.
2. Parents are responsible for the actions of the pupils at the bus stops. The school assumes responsibility for pupils only after they have boarded district vehicles.
3. Students must be dropped off at their designated bus stops, unless the student brings in a signed note from a parent and has it signed by the High School Principle, or his designee.
4. Any parental concerns regarding school buses, bus drivers or student problems must be directed to the school authorities for action. Parents are **not permitted** on board a school bus while the bus is actively engaged in transporting children.

CROSSING THE ROAD SAFELY:

ALL students must obey the crossing rule; more students are in danger of injury from cars on the highway that do not obey the flashing red lights of a School Bus.

1. Before stepping out the bus door look to your right to make sure no cars are passing the bus.
2. Walk approx. 15 feet on the side of the road then stop.
3. Look at the driver to give you a signal to cross the street.
4. At the edge of the bus look to your left make sure a car is not passing the bus.
5. Then walk completely to the other side off the roadway.
6. If at any time the driver's horn is sounded stop immediately "this means danger" you must go back to where you came from.
- 7.



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Each year children are killed by motorists who pass stopped school buses with flashing red lights to load or unload passengers.

The cost to you:

- 1st. Offense: \$250-\$400 and /or 30 days in jail.
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Bus Reports are handled according to the severity and number of reports received. The bus driver will report all incidents in writing on official district forms. Name and description of the violation are given on this bus report form. Bus consequences range from a verbal warning to suspension off the bus. It is at the discretion of the Administration to implement consequences according to the severity of the incident.

PROCEDURE FOR DANGEROUS CONDITIONS WHEN BUSES ARE UNABLE TO REACH SCHEDULE BUS STOPS

ALTERNATE PLAN FOR UNREACHABLE BUS STOPS

Conditions affecting driver's ability to drop students at regularly scheduled stops include:

Ice, Snow, Floods, downed wires any dangerous condition in which the bus can not take a road to reach a bus stop, and the driver feels the walk would be dangerous for the student. Please talk to your bus driver at the start of the school year and set up a designated stop, also discuss with the driver if your child is able to walk home by him or herself. At that time you may hand your driver any written permission letters for them to walk home alone. Or if they are not, they will go back to Mattituck Jr/Sr School

- 1 The driver will call the base with the following information:
 - a. Names of students that cannot be drop off at their proper bus stop.
 - b. Location of stops and location of alternative stop where parents may meet the bus.
2. The base will call the school so personnel may reach parents with information.
3. The driver will not let any student off the bus unless, the school has written permission in advance to do so. The student will be taken back to Mattituck High School or Cutchogue East which ever is closer, and safer, in the event that there is no letter, or the parent requests it in a written letter.

IMPORTANCE OF GOOD CONDUCT:

1. In order for the driver to hear emergency vehicles and other traffic signals, the sounds inside the bus must be at a low level.
2. Passengers must remain seated to prevent injuries from falls, and to give the driver a clear view to the rear window.
3. Correct behavior is essential for safety. If the driver's eyes are distracted from the road needlessly safety is comprised.

If you have any questions please call the Transportation Office 631-298-4242 ext 251
Thank you for your cooperation

TRANSPORTATION POLICY

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