

FOREWORD

The purpose of this pamphlet is to inform you about the Monroe Township Board of Education's student transportation policies and to clarify the parents' and students' responsibilities in contributing to bus safety. Because of the vast size of Monroe, 43 square miles, 92% of the students are bused daily. Transporting our students is an integral part of the total school program and the attention to bus safety is pertinent.

BOARD POLICIES

A. Routes and Stops

The Monroe Township Board of Education shall establish routes and stops for transportation of students to and from school. Routes will be arranged to travel roads that serve the largest number of students, within a reasonable time limit, and at a minimum cost. Stops shall be established as pick up and drop off points and students will be assigned to the established stops that are nearest their residence. School busses may not enter a roadway that would require them to back up, therefore turnarounds are to be minimized and eliminated as necessary. Bus stops shall be located no less than 300 feet from each other as the law requires that amount of distance for the yellow lights to be flashing before coming to a stop. Students must use the same bus and bus stop for both pick up and drop off, no exceptions.

B. Transportation Cut-Off

Transportation for students shall be predicated on grade level and the distance a child resides from the school attended. The established walking distances are: kindergarten through eighth grade, two miles; ninth through twelfth grade, two and one-half miles. The Board of Education will provide transportation for those

Transportation Cut-Off (con't)

students who live closer than the distances listed only if the route traversed by the walking student has been determined to be hazardous by the Board of Education.

C. Hazardous Routes

Hazardous walking routes will be considered by the Monroe Township Board of Education upon recommendation submitted by the transportation coordinator, the traffic safety officer of the Monroe Police Department, and the transportation committee of the Board of Education based upon "hazardous eligibility criteria." The formula developed to establish "hazardous walking routes" includes the following:

1. No sidewalks
2. Speed limit (defined as legal posted speed limit)
3. Traffic volume (number of vehicles traveling in either direction per hour)
4. Roadway width

D. Procedure for Contesting Hazardous Designation

Parental request for consideration of hazardous routes is to be submitted in writing to the transportation coordinator.

SCHOOL BUS SAFETY

A. Student Responsibilities

1. Wait for the bus in a safe place, well off the roadway. Do not approach the bus until it comes to a complete stop, the red lights are flashing and the driver opens the door.

Student Responsibilities (con't)

2. Be at your bus stop at least 10 minutes prior to your stop time and allow 10 minutes after the stop time for the bus to arrive.
3. Enter the bus in an orderly manner. Proceed to your assigned seat, BUCKLE UP and remain seated throughout the ride.
4. Be on time after school. Once the bus begins to move, the driver will not stop to open the door for anyone.
5. The bus driver is in charge at all times and may assign or change a student's seat as they may feel necessary for the safety of the students.
6. Eating, drinking, littering, throwing objects inside the bus or discharge of any object from the bus is prohibited.
7. Smoking is not permitted on school buses at any time.
8. Students will ride on their assigned buses only.
9. Students will get on and off at their assigned bus stop only.



Parent Responsibilities (con't)

4. Do not ask the bus driver to stop at places other than the assigned bus stop.
5. Assume responsibility for your child to cooperate with the school district personnel.
6. For students in grades K-3, a parent or guardian must be at the stop to receive the child. If no one is at the stop for drop off, he/she will be taken back to the school and the transportation home becomes the responsibility of the parent.
7. Please let this office know **IN WRITING** if someone other than the parent/guardian will be receiving the child. If we do not have a note on file, the child will be returned to the school.

D. Discipline

Disciplinary action administered by the principal may include the suspension of bus privileges as well as the suspension of the student(s) from school should the infraction be serious. If the student is suspended from the bus, it shall be the responsibility of the parent to provide transportation for the student to and from school during such bus suspension. While reported student violations will be judged on their individual merits by the school administrator, the following guidelines will generally be followed:

First Offense: In-school discipline (reprimand, detention, demerits, depending upon school procedures).

Discipline (con't)

Second Offense: Suspension of bus privileges for 1-3 school days (depending upon circumstances).

Third Offense: Suspension of bus privileges for 3-5 school days (depending upon circumstances) and parent conference.

Fourth Offense: Suspension of bus privileges for 10 school days and parent conference.

Fifth Offense: Suspension of bus privileges for the remainder of the school year.

Parents will be informed by the local school administrator of any disciplinary report submitted concerning their child's behavior.

The Transportation Department will answer any questions pertaining to routes, stops and times of buses. The Transportation Department can be reached at (732) 521-2114.

In summary, many individuals are involved in Monroe's school transportation. If everyone cooperates, we will be able to provide a safe transportation system for our precious cargo.

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BUS SAFETY



**IN MONROE
TOWNSHIP**