



TRANSPORTATION

handbook

Hicksville Public Schools
Transportation Handbook

2020-2021

Table of Contents

	Page
Board of Education Policies	21
Bus Accident Rules & Regulations	8
Bus Accident Insurance Coverage	9
Bus Safety	5
Discipline Procedures	11
Education Law	
(E.L. 3623 C. Regs. C. Decision)	23
Emergency Bus Drills.....	12
Emergency School Closings	14
Everybody Has A Job	18
Field Trip Safety	10
Form.....	26
Letter to Parents	3
Minibuses or Vans	19
Parental Cooperation.....	4
Pedestrian Safety	9
Telephone Directory	2
Test Your Knowledge.....	16
Responsibilities of the Transportation Office.....	20

Telephone Directory

Transportation Office

7:00 AM– 4:00 PM

Supervisor's Office 733-2185

Schools

Burns Avenue School	733-2311
Dutch Lane School	733-2361
East Street School	733-2321
Fork Lane School	733-2341
Lee Avenue School	733-2351
Old Country Road School	733-2301
Woodland School	733-2331
Middle School	733-2261
High School	733-2201

Security

(24-Hour Coverage)

Mobile Phone: 297-1614

Business Office

8:00 AM – 4:00 PM

733-2110

Emergency School Closing

Telephone Machine

733-2177

September

Dear Parent or Guardian:

The Board of Education, administration and staff of the Hicksville Public Schools are very much concerned with the safety of your children. We have designed this handbook to clearly and concisely present to you, the (k) kindergarten elementary parent, the Hicksville Public Schools' transportation policies, rules and regulations. Please retain this handbook for use throughout your child's elementary school years. It is our hope that with this presentation we can elicit your help and cooperation in presenting to your youngsters our safety and discipline program.

Discipline and safety on the bus are probably the biggest concerns facing our school bus drivers today. As in the classroom, student discipline on the school bus is an important matter. There are, however, some differences. Unlike the classroom teacher, the driver has his back to the student, his mind and hands controlling thousands of pounds of glass, steel and rubber as he drives through traffic and varying road conditions. The driver is strongly aware that a single lapse in concentration could result in a serious accident and possible injury or death to the students on board. To avoid distractions it is imperative that the students be well behaved at all times. To ensure adherence to health and safety rules, passengers may be videotaped while on the bus. It is essential that you, the parent, communicate to your child the importance of good behavior on the bus.

At the end of this booklet you will find a copy of District Policies #8410, 8411, 8414.5 and Regulations #8411R for your information. Please note that regulation #8411R states that all bus stops are to be made whenever possible at the corners (the intersections of two streets) which would afford the safest loading and unloading points available for the students of that area. Our current bus routes reflect these corner stops.

In addition, because of the differences in driving conditions, the times listed on your bus pass should be used only as an approximate or estimated time of arrival. The times of pickup on each route are subject to change up to October 1st, due to changes made with regard to enrollments and/or routing. To help facilitate these please have your child at the stop at least ten minutes before the bus is scheduled to arrive. Please be patient with us as we attempt to make adjustments and improvements. During the first two weeks of school, no bus stop changes will be made. Hours for Burns Avenue, Dutch Lane, Fork Lane and Old Country Road elementary schools will remain 8:30 AM to 3:00 PM and hours for East, Lee Avenue and Woodland elementary schools will remain 9:00 AM to 3:30 PM.

Finally, please remember bus drivers are instructed to refuse transportation to any student who does not have a bus pass. Missing bus passes can be replaced at the Transportation Office only with a written note signed by the parent and building principal. The processing time for a new pass could take up to three (3) school days. Therefore, when reviewing the rules and regulations of a safe school bus ride with your child, please impress upon him/her the importance of not losing the bus pass.

If you have any questions, or if we in Transportation can be of any service, please feel free to contact the office at 733-2185 between the hours of 7:00 AM and 4:00 PM.

We seek your cooperation in making the Transportation Safety Program a successful learning adventure. With your assistance we look forward to a safe school year.

Sincerely,

Vita Virgilio
Transportation Supervisor

Parental Cooperation

Parental cooperation is vital to the success of the district's transportation program. The school, administrators, teachers, drivers and pupils themselves are seriously handicapped when the joint cooperation for our safety program does not extend to the home. In the event that a child does become a serious disciplinary problem on the school bus, his/her riding privileges may be suspended. In such cases the parent of the child involved becomes responsible for seeing that his/her child gets to and from school safely. We ask that you carefully review with your child the information listed below.

To help you better recognize your responsibilities; please review with your child the suggestions and regulations listed below:

1. Help your children to know the simple safety rules and to obey them.
2. Try to instill in all children habits of punctuality and correct behavior.
3. Study the list of safety regulations with your child.
4. Be sure that your child takes the safest routes to and from their bus stop.
5. Be sure that your child gets to a safe place at the bus stop ten minutes prior to the scheduled time.
6. Do not allow children to arrive at the bus stop too early.
7. Students must carry bus passes at all times. If a bus pass is misplaced, lost or stolen, a replacement must be obtained from the Transportation Office within 72 hours. In the event a replacement cannot be immediately obtained, a parent must write a letter to the Transportation Office in order to ensure that his/her child receives transportation.
8. Teach your children respect for the authority of the bus driver who is in charge of their safety.
9. Parents are encouraged to accompany their children to and from the bus stop but are restricted for any reason from boarding the school bus.
10. Reinforce the regulation directing the child to return home on the assigned bus. Transportation requests such as a request to ride a different bus, or to get off at a stop other than the pupil's regular stop must be in writing and addressed to the school principal (single non-recurring request) or the Transportation Office (recurring request or use of the procedure on more than three (3) occasions in one school year). These requests **must include the child's name, address and a telephone number where a parent or another responsible adult may be contacted to verify this request.** When doubt exists as to the authenticity, such requests may be verified by telephone. While schools may honor transportation requests from parents, these requests must be kept to a minimum. Permission may be denied by the Principal or Transportation office for safety reasons (i.e., exceeding the legal capacity of the vehicle). Changes in the routine tend to increase the hazards to which children are exposed. **Note: Only students entitled to transportation are permitted to use this arrangement.**
11. Report to the principal of the school and notify the Transportation Office of any injury or accident involving your child on the bus to and from school. Give the bus number, route number, location of the incident and the operator of the bus.

- 12 Complaints of misconduct should be directed to the administrator of your child's school.
- 13 Transport by automobile large items and/or items which cannot be carried on your child's lap when he/she is a passenger on the bus.
- 14 Our main contractor's phone number is listed below. Please call the contractor for information when the Administration Office is closed.

EBT—Educational Bus Transportation

Buses: (516) 935-2277

Vans: (516) 935-2277

Safety

The Hicksville Public School transportation officials need your help in making children aware of the safety measures necessary both on and off buses. All children should understand the importance of the bus safety rules, guidelines and emergency procedures for regular transportation and field trips. We ask that you carefully review with your child the safety information contained on the following pages.

BUS SAFETY

Please review with your child the following rules:

- Arrive at the bus stop about ten minutes before the bus arrives.
- While waiting for the bus, stay out of the roadway, but do not go on lawns or private property where the stop is located.
- Line up at the stop; don't push or shove; wait for the bus to come to a full stop before approaching it.
- Before crossing in front of the bus, be sure you can see the driver and the driver can see you.
- Wait for the driver's signal to cross the road.
- Never throw snowballs or other objects at or around a bus.
- Don't fight with or tease other students at the bus stop.
- During the winter months students should never wait for the bus on snow piles — they may slip under the wheels of the bus or another vehicle.
- The school bus is like a classroom and all school rules apply! Be courteous; use proper language; speak quietly; do not be destructive.
- Stay in your seat. Do not change seats while the bus is moving.
- Open windows only with driver's permission.
- Keep the aisle clear of books, lunch boxes, musical instruments, etc.
- Do not distract the driver — talk to him/her only if an emergency arises.
- Do not eat or drink on the bus. Keep the bus clean.
- Do not throw papers, etc. on the floor or out the windows. The driver has a trash receptacle in the front of the bus. Use it when exiting the bus, but not when the vehicle is in motion.
- There is no smoking or any use of tobacco on the bus.
- Keep your head, hands and feet inside the bus.
- Never tamper with the emergency doors.

- Emergency equipment and exits must not be touched unless they are needed.
- No objects will be allowed which obstruct the driver's view or which interfere with student space, safety or conduct. Items should be placed on the student's lap.
- Students may not carry the following objects on school buses: glass, pets/caged animals, skis, ski poles, sleds, skateboards, hand or power tools, engine parts, chemicals of any nature, large musical instruments (large case baritone, tuba, saxophone, baritone sax, string bass, timpani, bass drum) or any object that could cause injury.
- Anyone who destroys bus property will be required to pay for repair of the damages.
- The driver will not make any unauthorized stops.
- If you miss your bus at school, go immediately to the Principal's Office and tell someone in authority.
- **DO NOT** accept any presents or candy from the bus driver. Tell parents if candy or presents are offered.
- **DO NOT** allow any pictures to be taken by the bus driver. Tell parents if pictures are taken.

If necessary the driver can assign seats. Students are instructed in the proper use of seatbelts during the course of the year. Bus safety drills are held throughout the year. In the interest of everyone's safety, please encourage the students to cooperate with the driver at all times.

To ensure adherence to health and safety rules, passengers may be videotaped while on the bus. Students **may be denied the privilege of riding the bus as a result of unacceptable behavior.**

SAFETY AWARENESS PROGRAM

Children in all elementary grades participate in a safety awareness program. The instruction for children in grades kindergarten and early elementary grades provides a framework upon which more complex understanding and behaviors can later be developed. Using this as a foundation, teachers in higher grades educate students to assume increasing responsibilities for their own safety. The general objectives of the program for children in kindergarten and early elementary grades are as follows:

- Recognize that most accidents are preventable.
- Become increasingly able to identify common safety hazards in home, school and the community.
- Practice those behaviors that will enhance the safety of themselves and others.
- Develop wholesome attitudes toward persons whose primary role is to promote safety in the school and community.
- Be aware of the interrelationship of safety and mental and physical health.

These objectives may be accomplished by such major understandings and fundamental concepts as:

- Obeying safety rules is a necessity to reducing school bus accidents.
- Good conduct on a bus is essential to the safety of bus riders and pedestrians.
- The majority of accidents occur after pupils leave the school bus.
- Emergency drills help save lives.

By the time pupils reach the fourth grade they have developed safety consciousness to the point where they are involved in projects encouraging more pupil independence. Furthermore, many of their efforts can make definite contributions to school, home and community safety. The objectives to be obtained in safety education for upper elementary grade children include:

- Developing a deeper understanding of their privileges and responsibilities as pedestrians and

school bus passengers.

- Appreciating the rights of others and becoming increasingly considerate of and responsible for the safety of themselves and others.
- Having sufficient knowledge of school safety to be able to work with others in promoting a safe school
- Behaving in such a way that reflects both a broad understanding of outdoor safety and a desire to maintain a safe and healthy outdoor environment.
- Possessing the attitude, knowledge and skills necessary to react quickly and efficiently in common emergency situations.

These objectives may be obtained by such major understandings as:

- The school bus driver has a very responsible position and depends on the cooperation of his/her passengers.
- Accidents can be eliminated with cooperation and knowledge.

WHEN BOARDING YOUR BUS:

Here's how to cross the road

SAFELY

Crossing the highway is **DANGEROUS**

Follow the 10-foot rule

STAY on your side of the road — far away from the traffic

WAIT for the bus to stop and for your driver's signal to cross

CHECK traffic both ways — then check again

CROSS walk directly across checking traffic both ways

WALK approximately 10-feet ahead of the bumper and board

the bus quickly—go directly to your seat

DRIVERS SHOULD STOP...BUT THEY MAY NOT!

WHEN LEAVING YOUR BUS:

Here's how to cross the road

SAFELY

Crossing the highway is **DANGEROUS**

Follow the 10-foot rule

WALK along the side of the road until you can see your driver

STOP wait for the signal to cross

WALK & LOOK

- for traffic both ways
- if you see a vehicle that has not stopped, go back to the bus immediately
- if all vehicles have stopped, cross the road quickly

DRIVERS SHOULD STOP...BUT THEY MAY NOT!

RULES TO FOLLOW IN THE EVENT OF A BUS ACCIDENT

Immediately following the accident:

1. Remain calm. Don't panic, scream or cry.
2. Stay in your seat and listen carefully for instructions from your driver or attendant.
3. **Stop** all noise immediately. **No talking.**

If the driver is unable to TALK or MOVE from his/her seat or acts as if he/she is ASLEEP:

1. Remain calm. Don't panic, scream or cry.
2. Turn off the engine of the bus by turning the ignition key.
3. Pull on the parking brake.
4. If there is no smoke or fire and the bus seems to be in a safe place, stay on the bus and wait for help.
Try to get the attention of an adult outside the bus and ask for help.
5. Stay in your seat and remind others to remain seated. Calm younger children who may be afraid and need comforting.

6. Find out if anyone is hurt and try to comfort him/her. Most injuries will be minor.
7. If no adult outside the bus comes to help, use the bus' two-way radio to get help. If no one can be contacted and a long time has passed, send two volunteers *together* to get help.

If there is smoke or fire in the bus, or it is in an unsafe place:

1. Exit the bus quickly and orderly, just like the way you practiced during bus evacuation drills.
2. Help smaller students and offer help as needed to disabled students.
3. Find a safe place, at least 100 steps away from the bus, to wait for help. *No one should leave the group unless it is necessary to send two people for help.*
4. If it is raining or snowing, look for a sheltered place where you can keep warm and dry.

WHEN ACCIDENTS HAPPEN THERE IS OFTEN CONFUSION.

STAY CALM

THINK

ACT GROWN-UP

HELP OTHERS

RULES & REGULATIONS FOR BUS ACCIDENT INSURANCE COVERAGE

The No-Fault Insurance Law has made the family automobile policy liable for the "first party benefits to injured occupants of a school bus."

In other words, if a student on a school bus should be injured in an accident, the automobile policy of a family member — not the bus company's policy — is responsible for his or her injury claim in the first instance. Only if the family has no auto coverage is the bus company's carrier responsible for primary coverage.

Parents should notify their own insurance carrier immediately in the event that their child is injured in a school bus accident. This change should have no direct effect on individual automobile insurance premiums.

PEDESTRIAN SAFETY

Children should be aware of appropriate pedestrian behavior. Please review these rules with your children to insure their safety as pedestrians:

1. **Keep off the road:** Walk on sidewalks when they are provided. If there are no sidewalks, students should walk on the road shoulder facing oncoming traffic.
2. **Respect peoples' property:** Students must respect the property of others.
3. **Choose safest routes:** Use streets with the fewest busy driveways and alleys, and other pedestrian/vehicle conflict points.

4. **Cross at intersections:** Students should cross major streets at locations where there is traffic control. If there is no traffic control, then cross at an intersection, preferably one where there is a crossing guard. Do not jaywalk.
5. **Be cautious:** Students should always use extreme caution when they see or hear an approaching vehicle.
6. **Be alert:** Students should be alert to danger at all times. They should realize that being alert to danger can help to minimize accidents. Students should be prepared to get out of the way of oncoming vehicles regardless of who has the right-of-way.
7. **Obey traffic signals:** Students must always move across the road when the traffic light facing them is green. (Use the pedestrian signal control device when provided).
8. **Do not get to school too early:** Students should not arrive at school more than ten (10) minutes before starting time.
9. **Stay away from the bus loading areas:** Students should avoid bus loading areas when arriving at school and upon dismissal. Never cross between buses. Use the crosswalks.
10. **Avoid strangers:** Students should heed parents' advice about avoiding strangers.

FIELD TRIP SAFETY

In the Hicksville Public School District we feel that *field trips* are an important extension of the student's day. These trips provide a valuable educational experience as a supplement to regular classroom instruction. The safety of the students during any trip away from the classroom is a major concern.

In order to maximize student safety, parents are asked to volunteer to assist the teacher in supervising the students during the *field trip*. In addition to being a responsible, concerned individual, the following guidelines should be followed by parents who volunteer for *field trips*:

1. Be familiar with Transportation Rules and Regulations and see that the students follow them.
2. Concentrate on maintaining discipline.
3. Keep alert and be aware of the whereabouts of each student assigned to you.

Due to transportation restrictions and in order to minimize distractions, parents who volunteer for *field trips* are not permitted to bring siblings. The only children on the trip should be those assigned to the class.

To minimize routing and direction problems, teachers are required to provide travel directions with their field trip request form.

Discipline Procedures

The procedures outlined below have been developed to deal with incidents relating to violations of transportation rules and vandalism on school buses and district property. Please carefully review these steps with your child.

ADMINISTRATIVE PROCEDURES FOR DEALING WITH INFRACTIONS OF TRANSPORTATION RULES:

First Offense:

- The Principal shall discuss the incident with the child.
- Parents shall receive, by mail (from the school), a copy of the
"Bus Discipline Report."
- The Principal, depending on the severity of the case, may consider suspension.

Second Offense:

- The Principal must request a conference with the parent.
- Depending on the severity of the incident and the outcome of the conference with the parent(s), the Principal shall consider suspension from transportation and/or school for five (5) days.

Third Offense:

- The Principal shall suspend the student from transportation for a minimum of ten (10) school days.
- Depending on the severity of the incident, the Principal must also consider suspension from school (as a result of a hearing).

Fourth Offense:

- After a hearing to verify the complaint, the student's transportation shall be suspended for the remainder of the year.
- Depending on the severity of the incident, the Principal may consider suspension from school.

NOTE: The Transportation Office and the child's parent(s) are notified (in writing) of all disciplinary decisions.

ADMINISTRATIVE PROCEDURES FOR DEALING WITH VANDALISM ON SCHOOL BUSES AND DISTRICT PROPERTY

First Offense:

- The Principal shall confer with the student(s) and parent(s).
- Pupil(s) and parent(s) will be notified that the cost of damage must be paid by them.

- The Director of School Facilities will be notified and will be responsible for coordinating repair of damages to district property.
- The transportation contractor will be notified and will be responsible for coordinating repair of damages to school buses.
- The Director of School Facilities, or the contractor, will forward a cost of damage analysis to the Business Office for billing. A copy of the bill will be sent to the Principal.
- The Principal will be responsible for seeing that the total amount of assessed damages is collected. Payments are to be forwarded to the Business Office by the Principal.
- The Principal will inform the pupil(s) and the parent(s) that if the total damage exceeds \$200 the matter must be turned over to the Nassau County Police.
- If the cost of damages is under \$200 the Principal has the discretionary authority to notify the Nassau County Police.
- Suspension from school is at the Principal's discretion.
- The Principal may deny participation in extra-curricular activities for students involved in destruction of property.

Second Offense:

- The police will be called for second offenses unless the Superintendent determines another course of action.
- Damages will be paid as described in the first offense.
- Disciplinary action will be determined by mutual agreement of the Principal and the Superintendent.

Emergency Bus Drills

Hicksville Public Schools annually complies with Section 156.3(H) of the Commissioner's Regulations which require that a minimum of three (3) emergency drills be held on each bus during the school year. The Commissioner's instructions specify that the first drill is to be conducted during the **first week of the fall term**, the second drill prior to **December 1st**, and the third drill prior to **April 30th**.

The Emergency Bus Drills include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid and windows as a means of escape in case of fire or accident. INSTRUCTION and PERFORMANCE of the drills is coordinated by the Transportation Director. No emergency drills are conducted when buses are en route. Care is exercised to avoid delay of buses during times of drill activities. The provisions for emergency bus drills are clearly outlined by law. The drills must be conducted within the time limits and scope as prescribed. The district certifies on the annual report to the State Education Department, as required by law, that the district has complied with the school emergency drill regulations.

During the emergency drill, children are advised of emergency procedures to be followed, what to do following the evacuation of the bus and what to do in the event that a bus driver becomes incapacitated. Outlined below is information and procedures that are discussed with the children. We recommend that you take some time to review this information with your child.

EMERGENCY PROCEDURES WHEN AN EMERGENCY OCCURS:

- REMAIN SEATED.
- Wait for directions from driver
- Stay on bus except for —
 - Fire or smoke
 - Danger of collision
 - Submersion
 - Danger of tip-over or fall-off

OPERATION OF SCHOOL BUS EXITS TO BE USED IN AN EMERGENCY:

- Emergency door(s)
- Windows as a means of escape
 - Push-out
 - Pop-out (windows mounted in rubber)
- Roof hatches

LOCATION AND USE OF:

- Fire extinguishers
- First Aid equipment
- Reflective devices

EXITING PROCEDURE:

- Do not take books, lunch boxes, etc.
- Take emergency equipment
- Wear coats, jackets, etc.
- Use the front door

WHAT TO DO FOLLOWING THE EVACUATION: GATHER AT A SAFE LOCATION

- Selected by the driver — at least 100 feet from the bus

- Check to see that all passengers are present

FOLLOW YOUR DRIVER'S DIRECTIONS

- Assist in getting help
- Cooperate in keeping order

INCAPACITATED DRIVER: PROCEDURES TO BE FAMILIAR WITH

- How to turn off the engine
- How to apply the emergency brake
- How to operate the 4-way flashers
- How to locate the First Aid kit, fire extinguisher and reflectors
- Remember to remove the above items when evacuating the bus

Emergency School Closings

The District's primary concern at all times is the safety and welfare of the children. When weather conditions are threatening, parents are advised to stay tuned to their local radio and TV stations.

When transportation is provided on days of extreme cold, ice, heavy rain and/or snow, school bus delays should be expected...drivers are repeatedly instructed to drive a speed commensurate with the prevailing road and/or weather conditions. Also, the number of mechanical problems may increase when the weather is cold and/or wet.

Schools are closed at the discretion of the Superintendent of Schools. If the closing occurs before the start of the day, the radio and TV stations will be informed as soon as possible after the decision has been made. When weather conditions are threatening, listen to your radio/TV for official school closing information. If schools are closed prior to the opening of the school day all activities and events for that day and evening are automatically cancelled. The status of athletic events will be determined by noon.

If the school closing occurs during the school day, the radio stations will be informed immediately. Bus riders will be picked up at the schools in the sequence followed on a normal day. Special instructions from parents such as phone numbers of working parents, babysitter directions, or emergency telephone numbers should be made known to the school office. A note to this effect, sent during the first week of school would be most helpful. Students will receive a special form for this at school. Children should also be familiar with alternate sites near home where they may go if they arrive home to an empty house. **IT IS THE RESPONSIBILITY OF PARENTS TO MAKE SURE CHILDREN HAVE AN ESTABLISHED PROCEDURE TO FOLLOW IF NO ONE IS HOME WHEN THEY ARRIVE.**

When weather conditions are threatening, parents are advised to stay tuned to their local radio and television stations. **PLEASE DO NOT CALL THE SCHOOLS.** If schools are closed due to weather or any other emergency conditions, notice will be given to the following media stations:

WOR-AM (710) WINS-AM (1010)

WNBC-TV (Ch 4)

WCBS AM (880) WHLI AM (1100)

KJOY-FM (98.3)

WABC-TV (Ch 7)

NEWS 12 L.I. Channel 5 GDNY

INTERNET: www.hicksvillepublicschools.org

www.news12.com can be accessed on the Internet for up-to-date school closings.

DISTRICT EMERGENCY SCHOOL CLOSING TELEPHONE # 733-2177

Test Your Knowledge

The true/false quiz outlined below should help you assess your knowledge of school bus safety laws, rules and regulations. An answer key has been provided on the following page which includes an explanation of the correct answer.

TRUE OF FALSE?

1. All school bus drivers in New York State are checked by the FBI before they can drive children. **True False**
2. Most serious school bus accidents occur on icy days. **True False**
3. State law requires all students to wear seatbelts while on a school bus. **True False**
4. High School students are the most likely to be killed in a school bus accident. **True False**
5. Most school bus fatalities occur as the child is getting on or off the bus. **True False**
6. State law requires school bus drivers to use their overhead flashers whenever passengers are getting on or off, including loading areas in front of schools. **True False**
7. All schools buses are yellow. **True False**
8. Bus drivers are legally responsible for reasonable behavior of students on the bus. **True False**
9. Students may stand on a school bus if all seats are filled to capacity. **True False**
10. Bus drivers are required to conduct bus safety drills at least three times a year. **True False**
11. In spite of all the dangers and pressures, school bus transportation is the safest form of surface transportation in the world today. **True False**
12. State law requires bus drivers to report any conviction of a moving traffic ticket to their supervisor within five days. **True False**
13. Bus driver surveys indicate two major safety concerns for drivers are lack of student discipline and motorists passing their stopped bus. **True False**
14. It is legal to block the rear emergency exit with athletic equipment or musical instruments if a teacher, coach or parent authorizes it. **True False**
15. When crossing the street in front of a bus a child should walk far enough in front to see the driver's face and wait for a driver signal before beginning to cross. **True False**

Test Your Knowledge

Quiz Answers

1. **TRUE** – All school bus drivers are fingerprinted and checked for criminal and driving records before beginning employment. This process continues on a daily basis. Only New York State has a program of this nature.
2. **FALSE** – Most serious school bus accidents occur on dry, sunny days — just like most traffic accidents in general.
3. **FALSE** – State law requires each school district to create a policy about seatbelt use on school buses. Districts can choose to require students to wear seatbelts, but most district's do not require such use.
4. **FALSE** – Fatality statistics indicate that the younger the student is the more likely they will be killed in a school bus accident.
5. **TRUE** – Nearly 90% of all school bus fatalities occur as a child is boarding or exiting a bus.
6. **TRUE** – State law requires bus drivers to use their red overhead flashers whenever passengers are entering or leaving the bus, regardless of the location.
7. **FALSE** – Smaller vehicles (vans and passenger cars) may be used as school buses and there is no requirement they be painted yellow.
8. **TRUE** – State regulations specify driver responsibility for student behavior aboard a bus. Many accidents occur when bus drivers are distracted by discipline concerns on the bus.
9. **FALSE** – As of June 30, 2004, standing passengers on school buses are prohibited.
10. **TRUE** – State regulations require all students to receive Bus Safety Drills at least three times a year. If students do not receive such instruction on a bus they must receive it in the classroom. There is a State curriculum for these drills. Drills are coordinated by the Director of Transportation.
11. **TRUE** – School bus drivers have an overall traffic safety record nearly four times safer than the motoring public.
12. **TRUE** – What school bus drivers do in their private vehicles can result in their disqualification from driving a school bus.
13. **TRUE** – Stress on bus drivers can reach serious levels due to discipline problems and unsafe motorists.
14. **FALSE** – State regulations forbid the blocking of aisles or exits at any time.
15. **TRUE** – The Safe Crossing Rule will prevent nearly 90% of all school bus fatalities.

Everybody Has A Job

About 22 million children ride to and from school each day in 350,000 buses. Traveling on a school bus is the safest kind of transportation. But it takes everybody's help to keep it that way and make it even safer. Most accidents happen to children who are hit by a school bus or passing car. Most accidents occur on the trip home in front of the bus. Everybody has a job insuring the safety of children. Briefly outlined are those jobs:

Parents' Job

- To have children at the bus stop on time
- To know the rules for bus drivers
- To support the driver if behavior problems happen

Driver's Job

- To check the bus before and after each trip
- To drive safely at all times
- To obey all traffic laws

Motorist's Job

- To know school bus laws and to obey them

Principal's Job

- To know the rules for bus riders
- To support the driver if behavior problems happen

Student's Job

- To know all school bus safety rules and to obey them
- To know all emergency procedures and to follow them

Use Of Minibus Or Van

Minibuses or vans are used to transport special education students and some non-public school students to schools both in and out of district. The information listed below regarding the use of these vehicles is designed to be helpful to parents of special education students in particular. It should be noted that all district rules, regulations, laws and policies pertaining to school buses apply to students utilizing minibuses or vans.

- This class of transportation can be assigned, as needed, to students in the district. (Note: the Transportation Office will require a minimum of three days and a maximum of five days to contract individual transportation requests.
- The same rules and regulations that apply to large school bus transportation also apply to minibuses and vans.
- Special equipment, when required, will be supplied and contracted for. School staff members will assist, as necessary, with the students' placement for the take-home trip.
- Special Education and Pupil Personnel Services administrators will make the Transportation Office aware of special accommodations required by the "Individual Education Plan."
- The Transportation Office and the Special Education and PPS Office are mutually responsible for communicating with each other on disciplinary concerns.
- Parents of students assigned to minibuses or vans are required to have students ready and at the pickup locations a minimum of five minutes prior to the established pickup time. Your cooperation in minimizing delays at boarding points is essential. The extra minute taken here and there cause disruptions in service and lateness that ultimately affects the time your child spends in class.
- Given the nature of the transportation and the distances traveled, standees are not permitted on minibuses or vans.
- Student pick-up/drop-off points are established by the Transportation Office, based on route and specific student needs and approved by the Board of Education. Students will be supervised by district or bus company personnel from point of pick-up to point of drop-off. If the student requires supervision to and from the pick-up/drop-off point, parents are required to provide it.

Responsibility Of The Transportation Office

Transportation for the Hicksville Public Schools is under the direction of the Assistant Superintendent for Business, who is assisted in the management of transportation by the Supervisor of Transportation and staff. The responsibilities of the Office of Transportation are listed below.

It is the responsibility of the Office of Transportation to:

- Implement and carry out policies of the Board of Education consistent with legal requirements.
- Supervise all personnel within the transportation department.
- Inspect the credentials of all bus drivers in relation to driver's license, physical examinations, and moral character before certifying the driver to the Superintendent of Schools for approval.
- Maintain records of the department such as inventories, cost analysis, timekeeping, payroll, correspondence, etc. and submit records as required.
- Establish all bus schedules and assignments.
- Participate in special transportation studies and safety programs.
- Review all accident reports.
- Develop bus lists of children eligible for transportation.
- Plan bus loading procedures, stops, routes and schedules.
- Supervise bus routes and schedule of each driver.
- Provide a school bus training program for all drivers which would include the interpretation of all regulations of the Department of Motor Vehicles and the State Department of Education in relation to school bus operation.
- Establish and maintain a school bus inspection and maintenance program for district-owned vehicles.
- Plan transportation schedules for special events including field trips, interscholastic athletics, etc.
- Prepare the district transportation budget.
- Interpret transportation procedures and regulations to the public.
- Work with the administration, teachers and other personnel to provide a coordinated transportation system.

Board Of Education Policies

The Board of Education has adopted specific policies for the area of Transportation. Information and procedures regarding various aspects of these policies are included in sections throughout this handbook. Printed below are several Board policies.

POLICY #8410 STUDENT TRANSPORTATION

(Approved: 12/18/85; Revised by referendum 5/20/92; Approved 8/19/92; Revised by referendum 5/19/98; Revised by referendum 5/16/00)

OBJECTIVES OF THE PROGRAM

Student transportation requires special attention for the greatest benefit to accrue to the Hicksville Union Free School District for the dollars expended. It is important to set forth the major objectives that serve as a guide in the management of the student transportation program. These objectives to be implemented by the administration include the following:

1. To provide safe transportation.
2. To operate the transportation program efficiently and economically.
3. To maintain conditions on the buses that are conducive to the best interest of the students — including mental, moral and physical considerations.
4. To promote a public understanding of the entire transportation program – including safety, adequacy, efficiency and standards of service.
5. To establish and review, at least once a year, the school bus scheduling and routing plans.
6. To establish and review, at least once a year, the eligibility for transportation of students residing in the district.

ELIGIBILITY FOR TRANSPORTATION SERVICES

Transportation will be provided by the district for students as follows:

Kindergarten through Grade 5 —

those who live more than one-half (1/2) mile from the school;

Grades 6 through 8 —

those who live more than one (1) mile from the school;

Grades 9 through 12 —

those who live more than one and one-quarter (1 1/4) miles from school.

A kindergarten student who is not of the proper age to enter the public school kindergarten in Hicksville will not be transported by the district to a non-public school.

POLICY #8411

SCHOOL BUS SCHEDULING — STUDENT BUS ASSIGNMENTS

(Approved: 12/18/85; Revised 6/22/94; Revised 6/17/98)

All school buses have a definite approved seating and standing capacity which cannot be exceeded legally. Since these buses are scheduled to make best use of their capacity, it will be the policy of the Hicksville School District that all students who are eligible for transportation will ride to and from school only on buses to which they are assigned.

Exceptions will be made as follows:

1. If parents wish to send their children to a destination other than the regularly assigned bus stop, they must fill out and return the Emergency Transportation Request Form to the school two days in advance of the date of the request. If there is sufficient room on the bus requested, the principal or designee will sign the form and issue a one-day bus pass to the students.
2. In the event that parents are sending their children to residential child care, the parents must fill out a Statement of Parent Concerning Special Bus Transportation for Child Care Purposes and return it to the Transportation Office. Transportation may be provided to a residential child care provider if the child care provider resides within the transportation zone of the school the child attends. This exception must be approved in writing by the Transportation Office.

Bus drivers are instructed to refuse transportation to any student who does not have a bus pass or is not a regular passenger.

POLICY #8411 R

REGULATIONS FOR SCHOOL BUS SCHEDULING AND ROUTING

(Approved: 6/20/90; Revised 6/17/98)

Bus routes will be established by designees of the Superintendent of Schools in cooperation with transportation specialists.

1. **Limitations.** Bus routes will be established so that no elementary, intermediate or high school student spends more than an average of seventy (70) minutes on a bus from the time of loading to the time of discharge. No bus on any route will carry more than its seating capacity. Authorized bus stops will be located at intervals in places where students may be loaded and unloaded, and wait for buses with the most safety allowed by road conditions.
2. **Fixed Stops.** Fixed bus stops will be established according to the following guidelines:
 - a. Generally, dead-end loop streets and other cul-de-sacs will not be serviced by school buses. Whenever possible, stops will be at the intersection of two streets.
 - b. Numbers of students at bus stops will be varied according to the concentration of riders in an area, the amount of traffic, the presence of stop signs, the posted speed limit, and bus turn-around requirements. Approximately fifteen (15) students will be the usual number scheduled for pick-up at any one point, unless a central district pick-up location has been designated.
 - c. In computerizing transportation routes, it is necessary to establish walking distances to pick-up

points, or bus stops, that may vary according to grade level. Grades K-5 will not be required to walk any distance in excess of one-quarter (0.25) of a mile, students in grades 6-8 will not be required to walk any distance in excess of one-half (0.5) mile, and students in grades 9-12 will not be required to walk any distance in excess of one (1) mile.

3. **Side Roads.** Transportation will not be provided on side roads that are not maintained by the town highway departments, if the lack of maintenance makes it unsafe for drivers and students to be traveling on these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow and mud.
4. **Private Roads.** Transportation will not be provided on roads that have not been dedicated and/or maintained by town, county, and/or state highway departments.
5. **Turn-Arounds.** Turn-arounds will not be established unless adequate space is available and this space is properly maintained.

POLICY #8414.5

USE OF SEAT BELTS ON SCHOOL BUSES

(Approved: 4/29/87; Revised: 6/22/94)

The Board of Education mandates instruction in the use of seatbelts on school buses but neither mandates nor encourages their use.

Education Law

Listed below for your information is Education Law, Regulations of the Commissioner of Education and Decisions of the Commissioner with regard to transportation.

EDUCATION LAW 3623

(1)...The Commissioner shall also establish and provide for the enforcement of rules and regulations requiring drills in safe boarding and exiting procedures and emergency drills to be conducted on all school buses and shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers. A minimum of three such drills shall be had on each school bus during the school year, the first to be conducted during the first week of the fall term.

(2)...The Commissioner shall, after public hearing, promulgate rules and regulations requiring drills on school buses for those pupils who do not participate in such drills required by subdivision one of this section and the Commissioner may provide by such rules and regulations for instructional alternatives to carry out the purpose of this subdivision.

COMMISSIONER'S REGULATION (156.3)

(f) Rules affecting pupils

- (1) Drivers shall not allow pupils to enter or leave the bus while it is in motion.
- (2) Drivers are held responsible for reasonable behavior of pupils in transit.
- (3) Drivers shall not allow pupils to thrust their heads or arms out open windows.
- (4) The driver of a school bus, when discharging pupils who must cross the highway shall instruct such pupils to cross the highway at a distance of 10-feet in front of the bus so as to be in the vision of the driver. The driver shall also keep such school bus halted with red signal flashing until such pupils have reached the opposite side of the highway.
- (5) Gas tanks shall not be filled while pupils are in the bus.

(h) Drills on School Buses

- (1) The drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or an accident.

Drills shall also include instruction in safe boarding and exiting procedures with specific instructions for pupils to advance at least 10-feet in front of the bus before crossing the highway after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including but not necessarily limited to poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education. Such instruction and the conduct of the drills shall be given by a member or members of the teaching or pupil transportation staff. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.

- (2) A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31 and the third between March 1 and April 30.
- (3) No drills shall be conducted when buses are on routes.
- (4) The school authorities shall certify on the annual report to the State Education Department that their district has complied with subdivision (h).

(i) Instruction on use of seatbelts

In each school district in which pupils are transported on school buses equipped with seat safety belts, such district shall insure that all pupils who are transported on any school bus owned, leased, or contracted for by the district shall receive instruction on the use of seat safety belts. Such instruction shall be provided at least three times each year to both public and non-public school pupils who are so transported and shall include but not be limited to:

- (1) proper fastening and release of seat safety belts;
- (2) acceptable placement of seat safety belts on pupils;
- (3) times at which the seat safety belt should be fastened and released; and
- (4) acceptable placement of the seat safety belts when not in use.

COMMISSIONER'S DECISIONS

Powers and Duties of Boards of Education

“...Boards of education are responsible for carrying out the specific responsibilities delegated to them by law. Their responsibility for transportation is limited to the transportation of non-handicapped pupils mandated by law or by the policy of the district and the provision of transportation for handicapped pupils, as a related service, where the denial of such transportation would have the demonstrable effect of depriving a pupil of the educational benefits to which he or she is entitled. The school district and its employees have no authority to make *ad hoc* exceptions which are not based on law or district policy, regardless of the potential benefit to such a pupil. Unless a pupil qualifies for transportation under the law or district policy applicable to all pupils or requires transportation as a related service because of a handicapping condition, the school district has neither the responsibility nor the authority to provide transportation...”

Excerpt from *Judicial Decision of the Commissioner of Education and Formal Opinions of Counsel*, Volume 21, Decision No. 10,811

Definition of Reasonable Transportation

“...Local boards of education have the primary responsibility for establishing transportation routes and schedules. Their determination in such respects will not be set aside unless it can be shown that they are illegal, unreasonable, or an abuse of discretion. The board has an obligation to carry out its responsibility in a fair and impartial manner, providing reasonable transportation at reasonable cost. Such factors as available transportation facilities, the desirability and safety of the use of particular pick-up points, roads and streets, the hours of opening and closing of the various schools involved, the ages of the children involved, reasonable speed limits, and the distances involved all may be important factors in deciding whether or not a specific transportation arrangement is reasonable. These factors may differ widely...”

Excerpt from *Judicial Decisions of the Commissioner of Education and Formal Opinions of Counsel*, Volume 14, Decision No. 9,008

Forms

Various forms relating to Transportation have been included in sample forms on the following pages. Forms may be picked up in the Transportation Office located in the Administration Building or in the Main Office of your child's school. Included on the next several pages are sample forms for the following:

- **EMERGENCY TRANSPORTATION REQUEST**

- **SPECIAL TRANSPORTATION REQUEST FOR MEDICAL REASONS**

- **SPECIAL TRANSPORTATION REQUEST FOR CHILD CARE PURPOSES**

- **TRANSPORTATION INCIDENT REPORT**

- **BUS DISCIPLINE REPORT**

Request For Emergency Alternate Transportation

Bus passes are REQUIRED if children wish to ride on a school bus other than their assigned route to or from school. Parents are required to send the appropriate form or a note containing the information included on the form to school two days in advance of the date of the request. If the designated form is not used be sure to include the date, the name and address of the child for whom the pass is requested, the name and address of the alternate destination for the pass and the school bus number, if known. Each student request is recorded in the school office prior to issuance of the bus pass. Students then present the bus pass to the bus driver.

If a student is not riding the bus home, he/she must have a written note. Any student who wants to ride a different bus home must have written permission from a parent, as well as to have it approved and signed by the administration.

HICKSVILLE PUBLIC SCHOOLS
200 Division Avenue
Hicksville, New York 11801-4800

REQUEST FOR EMERGENCY ALTERNATE TRANSPORTATION

Date of Request: _____ Date of Alternate Transportation _____

IDENTIFICATION:

Child's Name: _____

Child's Address: _____

Parent's Phone (contact for date of request): _____

Regular Bus Route: _____

Regular Bus Stop Location: _____

CHILD'S DESTINATION:

Name: _____

Address: _____

Phone Number: _____

Bus Route: _____

Bus Stop Location: _____

EMERGENCY INFORMATION (in the event that the parent is not available):

Name: _____

Phone Number: _____

_____ Signature of Parent or Guardian	_____ Date
_____ Signature of Principal	_____ Date

Request For Transportation To Child Care Location

Transportation may be provided to a residential child care provider if the following criteria are met:

1. The child care provider must reside within the transportation zone of your child's school.
2. The child care provider's address must be eligible for transportation.
3. If requesting an alternate route from your child's school, seats on the alternate bus must be available.

(For further information please refer to Board of Education Policy #8411 on page 12).

HICKSVILLE PUBLIC SCHOOLS
200 DIVISION AVENUE
HICKSVILLE, NY 11801-4800
(516) 733-2185 - FAX # (516) 937-0744

STATEMENT FROM PARENT CONCERNING CHILD CARE TRANSPORTATION

Transportation may be provided to a residential child care provider if the following criteria are met:

- 1) Per New York State Education Department Section 3635(1)(e) of Education Law - Authorizing a Board of Education, at its discretion, to provide transportation between school and a child care location, for children in grades K-8, for request that are submitted no later than April 1, 20 . proceeding the next school year.
- 2) The child care provider must reside within the transportation zone of your child's school and be eligible for transportation per the districts guidelines.
- 3) If requesting an alternate route from your child's school, seats on alternate bus must be available.

I, _____, residing at _____
_____, New York, which is within the Hicksville UFSD, hereby certify to the following provision for the transportation of my son/daughter

NAME _____ GRADE _____ SCHOOL _____

I further understand that the bus stops for pick-up and drop off will be the same each day and will be on the route of the sitter's residence.
I further understand that the sitter will be home to greet my child when he/ she exits the school bus.
I will notify the sitter whenever my child will not be attending school.

Sworn before me this _____, day of _____ 20____

NOTARY _____ PARENT SIGNATURE _____
NOTARY SEAL _____ PARENT TELEPHONE # _____

AM _____ or PM _____ BUS STOP _____ BUS# _____

I, _____, residing at _____
_____, Telephone # _____

I will be acting as a parent status in reference to _____

During the hours of: _____ AM _____ PM of the school year 20____ 20____

Sworn before me this _____, day of _____ 20____

NOTARY _____ CHILD CARE PROVIDER SIGNATURE _____
NOTARY SEAL _____

Transportation Incident Report

The Transportation Incident Report form should be used by any resident and/or parent who wishes to register the report of a Transportation, Health, Safety or Discipline issue.

HICKSVILLE UNION FREE SCHOOL DISTRICT
200 Division Avenue
Hicksville, New York 11801-4800

TRANSPORTATION INCIDENT REPORT

SCHOOL:		DATE:	
RESIDENT REPORTING INCIDENT:			
ADDRESS:			
PHONE NUMBER:			
STUDENT'S NAME:			
BUS NO.:			
BUS STOP:			
TIME OF INCIDENT:			
LOCATION OF INCIDENT:			
NATURE OF COMPLAINT:			
TRANSPORTATION RESPONSE:			

The form is to be used by any resident and parent to register the report of a Transportation, Health, Safety or Discipline Issue.

Bus Incident Report

Administrative procedures for dealing with infractions of transportation rules and vandalism on school buses and district property are outlined on pages of this handbook. The bus driver and school administrator will complete a bus discipline report (see sample at right) indicating incidents and administrative action taken. Copies of the report are forwarded to the child's parent and the Transportation Office.

HICKSVILLE PUBLIC SCHOOLS 200 Division Avenue Hicksville, New York 11801-4800							
BUS DISCIPLINE REPORT							
BUS COMPANY		STUDENT'S NAME		DATE OF INCIDENT			
SCHOOL	BUS NO.	RTE #	DRIVER	TIME OF INCIDENT			
NOTICE TO PARENTS: 1. The purpose of this report is to inform you of a disciplinary incident involving the school bus. 2. We know you can appreciate our need to maintain a safe and orderly environment at all times on our buses to protect your child as well as the other children. 3. Please discuss the below noted problems with your child and advise him/her that bus transportation is a privilege which carries the responsibility of good behavior.							
DRIVER'S REPORT DETAILS: _____ _____ _____							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Violation of safety procedures <input type="checkbox"/> Destruction of property <input type="checkbox"/> Fighting/Pushing/Tripping (circle one) <input type="checkbox"/> Arms, etc. out windows <input type="checkbox"/> Unacceptable language <input type="checkbox"/> Excessive mischief <input type="checkbox"/> Damaging Bus </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Smoking <input type="checkbox"/> Eating/Drinking/Littering <input type="checkbox"/> Annoying other youngsters <input type="checkbox"/> Other (explain) _____ _____ _____ </td> </tr> </table>						<input type="checkbox"/> Violation of safety procedures <input type="checkbox"/> Destruction of property <input type="checkbox"/> Fighting/Pushing/Tripping (circle one) <input type="checkbox"/> Arms, etc. out windows <input type="checkbox"/> Unacceptable language <input type="checkbox"/> Excessive mischief <input type="checkbox"/> Damaging Bus	<input type="checkbox"/> Smoking <input type="checkbox"/> Eating/Drinking/Littering <input type="checkbox"/> Annoying other youngsters <input type="checkbox"/> Other (explain) _____ _____ _____
<input type="checkbox"/> Violation of safety procedures <input type="checkbox"/> Destruction of property <input type="checkbox"/> Fighting/Pushing/Tripping (circle one) <input type="checkbox"/> Arms, etc. out windows <input type="checkbox"/> Unacceptable language <input type="checkbox"/> Excessive mischief <input type="checkbox"/> Damaging Bus	<input type="checkbox"/> Smoking <input type="checkbox"/> Eating/Drinking/Littering <input type="checkbox"/> Annoying other youngsters <input type="checkbox"/> Other (explain) _____ _____ _____						
_____ Driver's Signature			_____ Date				
OFFICE USE ONLY							
Administrative Action: <input type="checkbox"/> Student regrets incident, cooperative <input type="checkbox"/> Recurring Incidents <input type="checkbox"/> Student denied bus privilege <input type="checkbox"/> Student placed on probation <input type="checkbox"/> Student suspended <input type="checkbox"/> Case referred to _____ <input type="checkbox"/> Other _____ _____ _____							
_____ Administrator's Signature			_____ Date				

A NOTE TO PARENTS —

Please contact the Transportation Office if your child experiences a problem while riding aboard our school buses. Also, please report **anyone** involved in our school bus operation that you observe acting in an unsafe manner. Thank you for your continuing cooperation and assistance.

HICKSVILLE PUBLIC SCHOOLS

Administration Building
200 Division Avenue
Hicksville, NY 11801-4800

BOARD OF EDUCATION

Phil Heckler, President
Brenda Judson, Vice President
Carla Hoene, Secretary

Christopher Amato
Sunita Manjrekar
Linda Imbriale
Irene Carlomusto

Marianne Litzman
Superintendent of Schools

TRANSPORTATION

Vita Virgilio
Transportation Supervisor