

PEMBROKE PUBLIC SCHOOLS

BUS AND BUS PASS MANUAL



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BUS PASS POLICY:

All students in grades 7 – 12 (regardless of mileage) are **required** to purchase a bus pass in order to receive transportation to school.

Students who have **not purchased** a bus pass **will not be allowed** to board the bus.

Students boarding the bus must have their passes with them every day and the pass must be visible to the driver.

Students in grades 7-12 who have paid for passes but do not have them on boarding the bus will be transported to school. A temporary one-day pass will be issued in the main office of the student's school. The student needs to produce their pass the following day.

Students in grades **K-6 do not pay** for transportation but are required to complete the transportation request on SOP for seating purposes. Students should have their pass every day.

Students may only ride their assigned bus.

Students should be at their designated group stop waiting for their bus.

Students in grades 7-12 riding the late bus, may not board at anytime without a pass in hand.

A student who allows another student to use his/her pass is subject to having the bus pass privileges revoked.

A student who pays a fee for transportation and whose riding privileges are suspended or revoked because of violation of these rules will not receive a refund.

If a pass is lost, there is a **\$5.00 replacement** fee for the first replacement pass, and a **\$25.00 fee** for each replacement pass thereafter.



BUS STOPS AND ROUTES:

The following information complies with the Commonwealth of Massachusetts General Laws and Regulations of the Department of Education and Registry of Motor Vehicles.

Designated group stops have been established under the direction of the superintendent in cooperation with the bus contractor so as to insure an authorized bus stop is available within a reasonable walking distance to the home of every student entitled to transportation. State Law requires that the distance from home to the bus stop does not exceed one mile. Bus routes are structured so as to insure the total time a student spends on the bus is kept to a minimum.

Authorized bus stops have been located at convenient intervals in places where students may be loaded and unloaded, cross highways, and await arrival of buses with the utmost safety allowed by road conditions.

Bus stops established at the beginning of the school year will be enforced and are only subject to change through the transportation office. Only written requests to change a stop will be reviewed. Once an investigation concerning the stop has been done a decision will be made. Reviewing a change does not indicate that the established stop will change. The decision will be made based on the safety of the students loading or unloading the bus. Reasonable accommodations for students with disabilities will, of course, be made.

PEMBROKE PUBLIC SCHOOLS BUS CONDUCT RULES

Students and Parents/Caregivers:

The ride to and from school is essentially an extension of the school itself. Improper conduct aboard the bus is to be treated as a school offense subject to discipline at the discretion of school administration. This may well mean a denial of the privilege of transportation. In the interest of safety and well being of all students being transported, students, parents/guardians, teachers, administrators, and bus drivers must understand and practice the regulations which follow. Please note that video surveillance is installed on all busses for student safety.

To ensure the **Safety** of all students:

1. The student should be on time and waiting for their respective bus. Drivers will not wait for students to exit houses. **Bus passes should be visible to driver.**
2. Students shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk and display manners that indicate consideration and safety for others.
3. Students shall never approach a school bus until it has completely stopped and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should board and leave first from the bus.
4. Students, who must cross the street to board the school bus, are reminded to wait until the bus comes to a complete stop and the driver has turned on the flashing red lights. Students are to wait for the driver's signal to cross, looking both ways, to check for traffic before crossing the street to board the bus.
5. Students exiting the bus, who must cross the street to proceed home, cross only in front of the bus when the blinking lights are on and the stop sign is extended. Once the driver has given you the signal to cross, pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. (Traffic does not always stop even when the flashing school bus light is on).
6. Never run beside a bus, chase after a bus or pick up anything that has fallen near the wheel of a bus.
7. Students should not bring large art projects or instruments (ex. cello), animals, pets, or large objects on the school bus. Lunch boxes, smaller musical instruments and small athletic equipment (those which can easily be transported

on a student's lap) must be kept out of the aisle.
Skateboards and inline/traditional skates ARE NOT ALLOWED ON THE BUS.

The following is a list of expected **Behavior** by each student:

1. The bus driver has full authority as well as responsibility for control of the conduct of students while they are on the bus. Students should not annoy the operator or distract his/her attention from driving. They should be treated with courtesy and respect at all times.
2. The driver is in full charge of the bus students therein. He or she shall have the right to assign students to specific seats within the bus and shall accept as his/her responsibility the obligation to report to the administration the names of any students who seriously misbehave.
3. Students shall not open windows without permission. **STUDENTS SHALL REMAIN SEATED AT ALL TIMES.** Do not throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at anytime. Do not open the rear exit emergency door unless there is an emergency and you are directed by the driver.
4. There shall be no pushing, striking or general fooling. Students are not allowed to use profane or abusive language.
5. Vandalism, destruction or defacing of property will not be tolerated. Students who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities. Students identified as causing vandalism, destruction or defacing of property will be held responsible for restitution.
6. No Smoking, vaping on the bus. Under no circumstances should drugs, alcohol, or related items, firearms, explosives, knives or weapons be brought onto a school bus.
7. Food and/or drink should not be consumed on the bus. The bus must be kept neat without litter.
8. A student who allows another student to use his/her bus pass or sell his/her bus pass is subject to having the bus pass privileges revoked. **Students are to ride only the bus to which they are assigned.**
9. A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules **will not receive a fee refund.**

PEMBROKE PUBLIC SCHOOLS BUS DISCIPLINE POLICY

Authorized bus stops will be located at designated areas, accessible to students from within and/or surrounding neighborhoods. Students will be required to walk to a common stop. The maximum walking distance for a bus stop by state law is one mile. Door to door bus service is not provided. Secondary bus routes (7-12), as a rule do not enter cul-de-sac areas. Bus stops may only change through the authorization of the Business Office. ***Students are to ride only buses that they are assigned to, as bus passes are checked.***

Appropriate behavior is expected by all students between their residence and the designated bus stop and while waiting at the bus stop.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows:

- a. First Offense - A bus conduct/ discipline form is completed by the driver and forwarded to the Principal of the school for disciplinary action. The Principal addresses the issue with the student and decides the course of action depending upon the offense.
- b. Second Offense - A bus conduct/ discipline form is completed by the driver and forwarded to the Principal of the school for disciplinary action. Parent/ caregiver may be requested to come to school for a meeting to address issue with the child, signature and comments may be requested and returned to the Principal. Bus privileges may be revoked.
- c. Third Offense - A bus conduct/ discipline form is completed by the driver and forwarded to the Principal of the school for disciplinary action. Parent/caregiver will be contacted as to course of action taken. Transportation privileges may be taken away from the student for the remainder of the year.

Copies of all offenses with the action taken are forwarded to the Transportation Coordinator. A copy also gets forwarded to the bus company.

BUS PASSES REQUIRED TO BOARD

Pembroke Public Schools
Bus Disciplinary Form

Date _____ First Offense _____
Students Name _____ Second Offense _____
Bus Number _____ Bus Driver Name _____

Check any that apply:

Failure to remain seated: _____	Throwing objects on or at bus: _____
Using profanity: _____	Putting hand/head out of window: _____
Fighting: _____	Improper entering or leaving of bus: _____
Refusing to obey driver: _____	Disorderly at bus stop: _____
Unusually noisy: _____	Other: _____

Comments: _____

Principal's Action

Name: _____ First Offense _____ Second Offense _____
Date: _____ Parent conference Y or N _____

Comments from Principal: _____

Comments from Parent: _____

Assigned seat _____ Removal from Bus _____ Length of time _____

Other Action Taken: _____

BUS DRIVER RESPONSIBILTIV

The Registry of Motor Vehicles states that a school bus driver is to be in control of his/her bus at all times. Within reason, the driver is to do whatever it takes to ensure that the students are transported to and from school in a safe manner. If there are disruptions or destruction taking place, the driver has authority to move student seats, or have students sit up front. Also, if disruptions are extreme, the driver has the authority to return the busload to school, have the students dropped off at the Police Department or the School Department. **Drivers do not have the authority to have students exit the bus along the route, unless it is their designated bus stop.**

It is not the responsibility of the driver to be sure that an adult meets a student at their stop unless they are a kindergartener. There could be a case when a substitute driver has been given a bus route to do. The substitute has no way of knowing who is met at a bus stop and who is not. This is the responsibility of the parent. If by chance a student fails to get off the bus at their designated stop, either the driver will return the student to school at the end of the route, or go back to the designated bus stop at the end of the route. If a student has boarded the wrong bus in the afternoon, the driver will bring the student back to school at the end of the route.

STUDENTS ARE ALLOWED TO RIDE ONLY BUSES THAT THEY ARE ASSIGNED TO.

BUS PASSES REQUIRED



Pembroke Public Schools Transportation



Frequently Asked Questions

Who is eligible to ride the bus without paying a bus fee?

All students K-6 who reside two miles or more from their assigned school are eligible for free transportation. This determination is mandated by the State of Massachusetts (Massachusetts General Law Chapter 71 Section 68). Pembroke School Committee waived the bus fee for all elementary students. All students wanting transportation need to complete the transportation request on SOP every year.

Is there any provision for a waiver of the bus fee?

Yes, if you qualify for the Federal Free and Reduced Meals program you should indicate on your SOP forms that the information be forwarded to the Transportation Office. The Free and Reduced Meal Application is part of the SOP registration process that needs to be completed every year. You must qualify annually.

What if you do not qualify to ride without paying a bus fee?

Students in Grades 7-12 will have the option to participate in the fee-based transportation program and are required to pay for transportation.

Where will my child be picked up or dropped off?

Bus Routes will be published on our website approximately two weeks prior to the start of school. The bus routes are established so as an authorized bus stop is available within a reasonable walking distance of the home of every student entitled to transportation, and that distance will not exceed one mile.

Secondary bus routes (7-12), as a rule do not enter cul-de-sac areas.

Students may only ride their assigned bus to and from their assigned stop. The bus stops will be approved by the Transportation Office.

Regarding Kindergarten: ALL kindergarten students must be met as they leave the bus by an adult. If your kindergartener will be met by a different adult, please notify the school in writing. Failure to meet your child's bus will result in your child being returned to school. It is school policy to return children to their school should an adult not be present to meet the Kindergarten students. If the school is closed, the child will be brought to the Superintendent's Office.

How much will the bus cost?

The current fee for the school year **is \$180.00** for the first student with a **family maximum** fee of **\$280.00 per year**. The **discount rate of \$150.00 for the first student and \$250.00 family maximum rate applies to all passes purchased on or before the designated discount date**. Money Orders, bank or personal checks should be made payable to “Town of Pembroke-Transportation Fee”. Cash is accepted; credit cards and check payments are now accepted on School Office Pro at registration. The deadline for registration to guarantee a seat is August 8th.

What happens if I register for transportation after the deadline?

Registration and/or payments received after the deadline will be processed on a first come first serve basis and the student will be placed on the appropriate bus providing there is seating to accommodate them. New students can pay for transportation upon enrollment to a new school.

When will I be required to pay the bus fee?

Payment is due in full with the SOP submission. Fee-based seats are on a space available basis only. We cannot re-route or add busses once the routes have been established. Your request and payment should be submitted by the deadline. The sooner you apply the sooner you are assured of your student(s) being accommodated in the route plans.

What if I need the bus only one way or only two or three days per week?

The cost for all students is the same. The amount of time you use the bus does not matter; bus costs cannot be prorated according to varied daily usage.

Where do I send my payment?

You may pay online when completing SOP or payment can be mailed to: Pembroke Public Schools, Business Office-Transportation Fee, 72 Pilgrim Rd, Pembroke, MA 02359, prior to the start of the school year.

Will bus passes be required?

YES. Bus Passes will be issued to all elementary students eligible to ride at their school during the first week of school. Students in grades 7-12 will receive their passes in the mail prior to the first day of school. Students will not be permitted to ride the bus without a Bus Pass once the passes have been distributed. The replacement fee for a lost Bus Pass will be \$5.00 for the first pass, \$25.00 for each replacement pass thereafter.

Will my child have to have their bus pass with them everyday?

Yes. Your child should have their bus pass with them everyday and it should be visible to the driver. If asked your child should be able to produce the pass for the driver.

Can my child ride home on another bus?

NO. Students may only ride their assigned buses. If there is a family emergency or medical situation, parents should notify the school principal and other transportation arrangements may be made.

Daycare Transportation: Requests for transportation to a stop other than the student's home address must be approved by the Principal and the Transportation Office. The parent must complete and submit a **Request to Ride Alternate Bus to Daycare** form. Approval is subject to the availability of seating. Each elementary school has designated buses that go to licensed daycare providers in Pembroke.

Who can be suspended from riding the bus?

Anyone who violates the School Bus Conduct Policy may be suspended. **There is no refund if a student has paid a bus fee.**