

TRANSPORTATION ROUTES AND SERVICES

The Long Hill Township Board of Education (BOE) directs the School Business Administrator to develop bus routes to provide safe, economical and reasonably expeditious transportation for:

- A. Pupils who live remote from the schoolhouse as defined by New Jersey law;
- B. Educationally disabled students in accordance with their IEP;
- C. Other pupils as defined by law.

The BOE will provide transportation of pupils remote from schools pursuant to N.J.S.A. 18A:39-1 et seq. Determination of distance shall be the distance from the pupil's home to his school as measured along existing roads, sidewalks, or off-road walkways. The BOE will also transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this District. Aid in lieu of transportation will be provided to a parent/legal guardian pursuant to N.J.S.A. 18A:39-1. When the schools of this District are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any public or nonpublic school.

Subscription busing may be provided at the discretion of the BOE. The annual subscription bus fee will be determined annually by the BOE.

The Chief School Administrator or designee shall continuously evaluate the transportation operation including: routes, timing, drivers, road conditions, performance of contract and shall submit such reports to the Board of Education as requested.

Established Routes, Stops, and Specifications

Bus routes must be acted upon by the BOE and submitted to the county office. Bus routes shall be designed as follows:

Routing

1. Bus routes shall be designed to provide maximum transportation coverage consistent with economical operation and safety.
2. Ordinary buses shall not go into "dead end" streets or areas unless adequate turn arounds are provided.

3. Routes over hazardous roads shall be avoided, if possible.
4. Backing into main arteries shall not be permitted.
5. Routes and operating schedules shall be coordinated with the overall school program, especially in regard to opening and dismissal times.
6. Stops at public and private schools shall be permitted in accordance with rules and regulations set forth by the New Jersey Department of Education.
7. All kindergarten through eighth grade St. Vincent de Paul School pupils shall ride the established Central School routes. If a St. Vincent de Paul School pupil resides less than 2.0 miles from the school, they shall be eligible to participate in subscription busing, if provided by the BOE.
8. Copies of all routes and schedules shall be available to officials responsible for construction and maintenance of roads.
9. Traffic patterns shall be established for all vehicles approaching, parking on and leaving school grounds. No bus shall be driven in reverse on school grounds.
10. Any questionable bus route shall be reviewed by the Superintendent and/or designee.

Timing

Ordinarily no pupil shall be expected to ride on an established bus route longer than a period of approximately 45 minutes in either direction with the exception of the first two (2) weeks of school when routes are becoming established.

Capacities

According to State Department of Education ruling, the capacity of each bus shall be printed on the ceiling of that bus and at no time shall a driver permit pupils in excess of that number to ride on the bus. Pupils shall not be permitted to stand while riding on any school bus.

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Bus Stops

Bus stops for students living 2 miles or greater from their respective school or students that have subscription busing, shall be located so that students shall not walk more than one quarter (1/4) mile along any main artery roads except where sidewalks or off-the-road walkways exist. For the purposes of the policy the main arteries in Long Hill Township are defined as:

Basking Ridge Road
Mountain Avenue
Division Avenue

Long Hill Road
Valley Road
Meyersville Road

New Vernon Road
Plainfield Road
Morristown Road

Children who must cross the road after leaving a bus are required to cross in front of the bus and then only after receiving a signal from the driver.

A bus pass showing the approximate time the bus can be expected at each stop shall be mailed to each student's home prior to the start of the school year.

Children are expected to be at the road side waiting for the bus at least five (5) minutes before the appointed pick-up time. Unless a bus is early, buses shall not wait for students who are not in sight. Upon entering the bus in the morning and the afternoon, students are expected to show their bus passes to the driver. No students shall be left off the bus at any location other than a regular bus stop.

In the event of an emergency involving hazardous road conditions including flooding or obstructed roads, emergency bus procedures will be implemented at the direction of the Long Hill Police Department and the Office of Emergency Management.

Such route or bus stop changes shall be initiated by the Chief School Administrator or designee and communicated to the bus contractors. Temporary changes in bus routes or bus stops, which are not related to an emergency situation, shall be agreed to by both the Transportation Contractor and the Chief School Administrator/designee in writing. Under no circumstances will permanent changes be made unless they are in writing and have the express approval and acceptance of the Board of Education at a public meeting.

Route or bus stop changes initiated or temporarily agreed to will become permanent only after being agreed to in writing by both the Contractor and the Board of Education.

In all cases the pupils involved with the route or bus stop changes shall be notified prior to that change.

Whenever possible, parents or guardians of all pupils shall be notified of any emergency changes to transportation routes through one of the district's emergency notification systems.

Field Trips and Extracurricular Activities

Transportation for board-approved field trips and extracurricular activities shall be paid for by parents in accordance with Board Policy 6153 – Field Trips. All orders for special transportation shall be submitted to the transportation contractor in writing.

Student Safety

Each school shall have a definite program for teaching children to become safe bus passengers. The educational program for safety shall include classroom instruction, assembly programs, or demonstrations and practice on the bus and emergency drills on the bus.

Student Discipline

Any disruptive behavior on the bus will be considered as occurring within the school day and on school property. The privilege of riding on the bus will be denied to any child who proves to be a chronic disciplinary problem. Parents or legal guardians will be required to make alternative transportation arrangements at their own expense for disruptive students.

Rules for pupil conduct and responsibility while on the bus are specific and shall be provided to parents as well as students as part of each school's Code of Conduct.

When it is necessary for the Board of Education to authorize a parent to transport children to school, a written contract shall be entered into between the Board and the parent.

Equipment

The types and specifications of buses and equipment issued shall comply with the State of New Jersey Department of Education Manual and Rulings, and Statutes of the State of New Jersey.

Reports of the inspections of contracted equipment are required by the Board of Education on an annual basis as a condition of the contract with the transportation contractor.

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Accounting and Records

All contracts and financial records are to be maintained by the Board Secretary in sufficient detail to enable a strict accounting of all monies expended for transportation. The records shall make possible the compiling of periodic and annual reports to the Board of Education and the New Jersey State Department of Education.

The Contractor must file with the Business Administrator copies of all bonds and insurance policies he is required to carry.

First reading: February 7, 2011

Second reading: February 28, 2011

Legal References:

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| N.J.S.A. 18A:7F-25 | Transportation aid |
| N.J.S.A. 18A:22-8.6 | Transportation (budget line item) |
| N.J.S.A. 18A:36A-13 | Transportation services (charter schools) |
| N.J.S.A. 18A:39-1 et seq. | Transportation To and From Schools |
| See particularly: | |
| N.J.S.A. 18A:39-1.2
through -1.9 | |
| N.J.S.A. 18A:46-19.6 | Transportation to location or maintenance
of vehicular classrooms to obtain services;
payment of cost |
| N.J.S.A. | Transportation of pupils; special classes;
handicapped children; state aid |
| N.J.S.A. 39:3-10.9 et al | New Jersey Commercial Drivers License Act |
| N.J.S.A. 39:3-27 | Free registration of certain vehicles; transfer
to other motor vehicles |
| N.J.A.C. 6A:27-1.1 et seq. | Student Transportation |
| See particularly: | |
| N.J.A.C. 6A:27-1.1(b),-2.1,
-3.1, -5.1, -6.2, -6.3, -6.4,
-9.1(e), -11.1, -13.3 | |
| N.J.A.C. 6A:30-1.1 et seq. | Evaluation of the Performance of School Districts |
- Parents for Student Safety, Inc. v. Morris Bd. of Ed., 1986 S.L.D.

Wayne Board of Education v. Kraft et al., 139 NJ 597 (1995)

Policies and Procedures Manual for Pupil Transportation, N.J. State
Department of Education

Manual for the Evaluation of Local School Districts

Possible Cross References:

- *3220/3230 State funds; federal funds
- *3516 Safety
- *3541.31 Privately owned vehicles
- *3541.33 Transportation safety
- *4211 Recruitment, selection and hiring
- *5200 Nonpublic school pupils
- *6145 Extracurricular activities
- *6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.