



THE ANDERSON SCHOOL (P.S. 334)

JODI HYDE, PRINCIPAL
DENISE JORDAN, ASSISTANT PRINCIPAL
ROBERT SCHLIESSMAN, ASSISTANT PRINCIPAL

Busing Policy Information for Parents

Parents of students who are assigned DOE yellow school bus stops are emailed their child's AM and PM route numbers, stop locations and *estimated* times of departure and arrival. *Please keep this information handy*; in your phone, at your office, etc. and memorize your child's bus route numbers! Be aware that bus drivers and route numbers may change from year to year and sometimes during the school year.

If your child is using a private bus service, email Donna Smiley (dsmiley@schools.nyc.gov) before the start of the school year, so she knows who will be taking those buses. Private busing students in grades 7 and 8 must make arrangements with their driver to be picked up on West 76th Street & Columbus Avenue to board after the K-6 students are boarded from the cafeteria. They may not wait in the school building for their bus after they are dismissed at 2:40 pm.

Please network with the other families at your child's stop for back-up at pick-up and drop-off times.

BEHAVIOR EXPECTATIONS

Our expectations of students while waiting to board school buses and while on-board buses are all the same as when they are in their classrooms. The bus is an extension of the school and all the same rules and regulations (from respectful behavior to one another and the driver, to not using electronics or bringing toys/collectibles or candy) are in effect as they are in the classrooms. Our primary goal is to ensure that each child travels on his or her bus *safely*. Please reinforce with your child your desire, too, for him or her to maintain classroom standards, including minding the driver's instructions. Drivers will submit written incident reports to the school regarding children who misbehave on the bus. *Children can be suspended from riding the bus for misbehavior.*

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. If your child is assigned to a yellow school bus, but you would prefer that he/she be issued a MetroCard, please email Donna as soon as possible. (All K-8 students not assigned to buses will be issued a MetroCard on the first day of school, based on the OPT's eligibility assignment.)
2. If you would prefer yellow school bus service instead of a MetroCard, email Donna, so she can arrange to assign your child to an eligible stop. *DOE yellow school bus eligibility is limited to students residing in Manhattan and is subject to distance and age restrictions set by the Office of Pupil Transportation ("OPT") and not the school.* Distance eligibility changes in 3rd grade for school bus service.
3. We cannot assign your child to a stop that belongs to another school; we do not have the authority to do that and the OPT will not entertain this request. Although your child's bus may also stop to let on children from another school at a slightly more convenient place, each school is assigned its own stops and the drivers are not allowed to admit or discharge a student to any stop other than the one he or she is assigned that the school "owns."
4. We cannot have a stop moved to another route or to have the route changed because the timing is inconvenient; we do not have the authority to do that and the OPT will not entertain this request.
5. Parents may not take it upon themselves to put their child on a different route than he/she has been assigned, even if it was "last year's route."

6. If a stop needs to be changed due to a safety hazard like construction, email Donna Smiley, so she can assist you in filing a variance.

Please be aware that at the start of the school year, the estimated times and routes will be tweaked by the OPT both in the time of arrival and sometimes even the order of the route. It may be weeks before you can be sure of the schedule. *Your driver is the best source of information for the time to expect pick-up and drop-off each day; not the school.* The school is only notified of the initial estimated times/routes and the rest of the adjustments are made in the field with the drivers and dispatchers.

Until you connect with the morning bus the first time, *please arrive at your child's bus stop at least 20 minutes prior to the stated time and be prepared to wait at least 20 minutes after the stated time.* The times printed on the yellow Bus Pass that your child will receive during the first week of school are approximates. Please contact SNT Bus Co. directly if the bus is unusually late.

Please also note the following:

- Students must visit the restroom BEFORE they leave their classroom to come to busing.
- Please pack a snack for your child that is healthy food: fresh or dried fruit, vegetables, cheese, rice cakes, healthy granola bars, etc. NO sugary snacks, candy, cookies, chips, gum, or other junk food including small tubs of sugary cereal or fruit rollups. The wellness initiative of the school extends to your after-school snacks. Please keep nuts and peanut butter off your bus snack list as well, as some bus students have airborne allergy sensitivity.
- Please make sure there is always a supply of tissues in your child's backpack.
- Please be sure your child is dressed in the appropriate outwear (raincoats in the rain, more than just a thin sweatshirt or shorts in winter) and let him or her know that we will enforce that they wear their outerwear to exit the building or they can be kept off the bus that day.
- Students are not permitted to go home on another student's bus or to another student's stop even if they travel on the same bus.
- Your child may NOT be dropped off at any other stop site other than his/her assigned bus stop location. (Children are assigned just one stop for a.m. and p.m. use, even if they have two homes or an after school class.)
- On the bus, students must remain seated, with seat belt on, and cannot visit other rows. This is an important safety issue especially when drivers have to make a quick stop. They will have one seat for the duration of each ride and we or the driver may assign specific seats to students.
- You must plan in advance any changes from your child's usual dismissal schedule and send in a written note to your child's teacher.

CHANCELLOR'S REGULATIONS A-801

III. PARENTS' RESPONSIBILITIES

A. On the first day of the school year, parents are to have their child ready at 7:00 a.m. During the school year, when a child is picked up for the first time, the Office of Pupil Transportation will notify the parent when the child should be ready. The bus company is required to provide curb-to-curb service.

B. After the first day, the parent shall receive notice from the bus driver specifying the scheduled time of the pick-up and return for the child, the bus number, route number, name of the bus company and names of the driver and escort.

C. The parent shall have the child ready on time so that no delay occurs for other children. The driver is not required to wait more than one minute for any child who is not ready at the pick-up point. The bus driver is forbidden by city law to blow the bus horn.

D. For the safety of all children on the bus, it is essential that parents advise their children to obey the following rules:

1. All children must be seated on the bus at all times, with a seat belt fastened.
2. Children are not permitted to lean out bus windows; hands and heads must be kept inside the bus at all times.
3. Children should speak quietly on the bus and should not speak to the driver when the bus is in motion.
4. Children should not throw objects inside the bus or out of the bus windows.
5. No hitting, spitting or fighting is allowed on the bus; no shoving is allowed when boarding or leaving the bus.
6. Children shall board and leave the bus one at a time.

E. If the child has any medical problems which might affect his or her well-being on the bus, the parent shall inform the escort (driver) of the problem and of any action he or she should take in the event that action is required (medical problems might be asthma, heart condition, diabetes, convulsions, etc.).

F. If parents have complaints about bus service, they should report these to the principal, who will notify the bus company and the Office of Pupil Transportation to resolve the problem. If the problem is not resolved within a reasonable time, parents should call the District Administrator of Special Education of the Community School District. (The District Administrator of Special Education may be contacted through the Community School District Office.)

G. If the adult designated to receive the child is not present when the child is returned from the school by bus, the child may not be left with an unauthorized individual. The driver and/or escort are to notify the dispatcher immediately and take the youngster to the police station. A parent may elect to designate another family member, neighbor, etc. to receive the youngster and may further elect to permit the escort and driver to deliver their child without an authorized adult present to receive the child. In any case, such alternative designations by the parent must be given in writing by the parent or guardian to the principal and driver.

H. In the case of inclement weather or strikes in the schools, parents should listen to their local radio station starting at 6:00 a.m. for announcements. Parents can also call (718) 392-8855 for weather and strike information.

The entire Chancellor's Regulation A-801 Pupil Transportation can be accessed at this link:

<http://docs.nycenet.edu/docushare/dsweb/Get/Document-39/A-801.pdf>