

**REGULATIONS:
TRANSPORTATION WITHIN DISTRICT - ROUTES AND SERVICES**

Date of Adoption: February 22, 2007

In accordance with NJAC 6:21-1.3 and Scotch Plains-Fanwood Board of Education policy, transportation will be provided for all eligible students.

In preparation of bus routes, consideration shall be given to the most efficient use of buses to provide safe, economical transportation for the students, and to the length of time a student must ride the bus.

All bus routes will be designed in accordance with state law and the rules, regulations and recommendations of the State Department of Education.

Typical Routes

All students who are bused will be assigned to a specific route and stop. Students shall not change routes or stops without authorization.

Bus passes indicating the student's designated route and stop shall be issued prior to the opening of school. Each student shall carry the bus pass with him/her at all times, and have it available to show the bus driver upon request.

It shall be the responsibility of the parents/guardians to have students waiting at the designated bus stop approximately 10 minutes before the scheduled pick up times.

In cases of extreme weather conditions, a bus may not be able to transport students to the top of Glenside Avenue **or Blue Ridge Circle**. A decision will be made by the administrative office by 1:30 PM on any given day inclement weather may indicate that traveling Glenside Avenue **or Blue Ridge Circle** is questionable. If the office decides not to allow the buses to travel **Glenside Avenue or Blue Ridge Circle**, the bus contractors and parent/guardian will be notified by telephone prior to school dismissal time. Upon notification, the parent/guardian is to advise our office if they choose to have their child board the bus to be dropped off at the bottom of the hill at Canterbury Drive and Glenside Avenue or for Blue Ridge Circle **at Woodland Avenue**, or if they plan on providing their own transportation home for their child on that particular day. If the parent/guardian cannot be notified, the pre-approval form on file will determine whether the student is to be transported to the alternate drop off location or if the parent/guardian will make other arrangements.

The following procedure shall be followed to institute transportation for a medically or physically disabled student:

1. Parent/guardian obtains Request for Special Transportation form from the nurse in student's school.
2. Parent/guardian and attending physician complete Sections I and II of Request form.
3. Parent/guardian returns Request form to the nurse.

4. Nurse:
 - a. Reviews Request form.
 - b. Submits Request form to Medical Inspector for review and approval.
 - c. Forwards completed Request form to director of Special Services
 - d. Provides principal with copy of Request form.
5. Director of Special Services reviews Request form, and, if approved, forwards the form to the Transportation Department.
6. Transportation Department
 - a. Arranges transportation
 - b. Completes Request form and returns a copy to the nurse
 - c. Notifies parent/guardian about the arrangements for transportation.

Scotch Plains-Fanwood Public Schools

Supersedes Regulation 3541.1-R dated June 22, 1989