

2014



# SCHOOL BUS RIDER'S MANUAL



**CORNING-PAINTED POST  
AREA SCHOOL DISTRICT**

Students are the center of all we do.

Dear Parent(s)/Guardian(s):

Welcome to the new school year! The Corning-Painted Post Area School District Transportation Department is committed to providing safe and efficient transportation for the approximate 4,000 students we transport to and from school on a daily basis. Our buses travel over 5,000 miles daily and approximately 1,000,000 miles per year. The District has its own fleet of buses and contracts a number of other buses from private contractors in the local area.

Safety is the number one goal of our 150 drivers and attendants, and the privilege to ride C-PP buses is accompanied by a responsibility for everyone to make each trip as safe as possible. Every student, whether a walker or rider, will eventually ride a bus for field trips or sporting events. Therefore, all students are involved in making our extensive transportation system a safe one. The rules and regulations in this manual have been developed to ensure each rider is familiar with their personal responsibilities. Please read this manual carefully and help us make sure that Corning-Painted Post Area School District buses are safe and that they provide a positive experience for all students.

Together, with your assistance and cooperation, we will make every effort to ensure the safety of your student(s) while they ride the bus, and as they walk to and from the bus stop. Please feel free to contact the C-PP Transportation Office at 607-962-2493 between 9:00 a.m. and 2:00 p.m. or email us at [Transinfo@coppmail.com](mailto:Transinfo@coppmail.com) should you have any questions or concerns regarding District transportation policies, rules, regulations or overall operation. For emergency transportation concerns, you may call the above number between 6:30 a.m. and 4:00 p.m.

This manual can also be found on the District's website at [www.corningareaschools.com](http://www.corningareaschools.com).



Larry E. Eccleston  
Director of Transportation

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## **TRANSPORTATION POLICY**

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New York State Education Law requires school districts to provide transportation to elementary students (grades K-5) who live more than two miles and secondary students (grades 6-12) who live more than three miles from the school they attend. Corning-Painted Post Area School District policy is set by the Board of Education. (Refer to the Corning-Painted Post Area School District Policy Manual, policy numbers 8410, 8411 and 8413.)

## **STUDENT TRANSPORTATION SERVICES**

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### **Purpose**

To establish equitable guidelines for the busing of students residing in the Corning-Painted Post Area School District attending public and private schools in state-approved learning centers.

### **Student Eligibility**

- Children will be transported to school in accordance with guidelines determined by the shortest distance along public streets and roads. Elementary school students (grades K-5) who live more than 1 mile from the school they attend or secondary school students (grades 6-12) who live more than 1-1/2 miles from the school they attend or the appropriate bus stop are eligible for bus transportation.
- Residents within the city limits of Corning attending C-PP elementary schools or the C-PP High School will be transported only in cases of disabilities, to be determined by the Committee of Special Education. For middle school students living within the city limits of Corning, community bus stops have been established.
- Transportation will not be provided for students attending C-PP schools outside of their home school area unless a determination by the Committee of Special Education states otherwise.
- Transportation will not be provided for students attending private schools located outside the District limits from their home in excess of 15 miles measured by the shortest distance along public streets and roads, or less the minimum distance designated for District students.

### **Criteria for Routes and Bus Stops**

- Designated stops for all students will be set under safe conditions and can be located up to 1 ½ miles apart when applicable with the criteria of these guidelines.
- Stops shall be approved by the Transportation Department.
- Pick-up and drop-off points may be adjusted for distance to provide a location that

is safe, reasonable and compatible with the criteria of these guidelines.

- Stops will be reviewed at least once each year by the Transportation Department and other times when necessary. Routes may be extended, shortened or altered at any time to accommodate changes in population or state laws or to remain consistent with these guidelines.
- Buses will not travel roads that are private, have restricted traffic flow, are not maintained by the appropriate highway department, or conditions judged to be unsafe for student transportation. Such determination will be the responsibility of the Director of Transportation.
- Reasonable effort will be made to limit the number of students at any one bus stop to 35 when there is adequate waiting space away from heavy traffic. Exceeding this limit will require a review and authorization by the Director of Transportation.
- Bus drivers shall stop at designated bus stops only. Drivers shall use good judgment if an incident dictates any temporary exception.
- Reasonable effort shall be made to limit a student's morning and afternoon travel time to a maximum of 1½ hours each way.
- No route shall require a bus to back up unless specifically approved by the Director of Transportation.
- Dead-end roads and those thoroughfares with an outlet which has restricted travel flow will not be serviced by a bus unless such roads exceed 1 mile in length for students in grades K-5 and 1½ miles in length for students in grades 6-12, or such road plus connecting portions of other roads are more than 1 mile in length for students in grades K-5 and 1½ miles in length for students in grades 6-12 from the preceding or subsequent bus stop, and the turnaround is approved by the Director of Transportation.
- Transportation will not be provided on private roads or on side roads that are not maintained by town highway departments if the lack of maintenance makes it unsafe to travel on these roads. Conditions include flooding, road erosion, ice, snow and mud.
- Turnarounds will not be established unless adequate space is available and this space is properly maintained (Education Law section 3602, 3635). All turnarounds must be approved by the Director of Transportation.

## **POLICY REGARDING STUDENT CONDUCT ON SCHOOL BUSES**

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A student does not come within the boundary of control of the School District until the student enters school property or boards a school bus. Further, this control ends upon the student leaving school property or getting off the school bus away from school property.

Students will conduct themselves on a school bus in accordance with the

rules of discipline established by the Board of Education.

A student may have his/her bus privilege suspended by a school administrator if it is determined that a student has failed to comply with the rules of discipline. In such a case, the District shall not be responsible to transport the child during the period of suspension. If a student is disruptive on a school bus, the student shall be delivered to his/her destination and a report shall be given of the incident to the appropriate school administrator.

If a student has been classified as handicapped, the IEP of the student may provide for specific standards regarding bus transportation. If such a student is disruptive on a school bus, the report of the incident shall also be given to the Chairperson of the Committee for Special Education. Appropriate action shall be taken consistent with the child's classification and IEP.

## **INCLEMENT WEATHER SCHOOL CLOSINGS**

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When hazardous road conditions or emergencies cause the cancellation of school, notification will be made available on local AM/FM radio stations, local (Elmira) TV stations and C-PP's website ([www.corningareaschools.com](http://www.corningareaschools.com)). PLEASE DO NOT CALL THE TRANSPORTATION OFFICE. It is very important that the telephone lines be kept open so that vital information can be received. C-PP's website provides regularly updated information about emergencies and general communications affecting the District as a whole, as well as individual buildings.

If a storm occurs while school is in session, we will make every effort to stay in school. This gives highway crews a chance to clear the roads so that the buses can transport students home at the regular dismissal time.

Please note, during inclement weather, the ultimate decision is yours as to whether you send your children to school or elect to keep them home.

## **TWO-HOUR DELAYS**

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All buses will run two hours later than the normally scheduled pick-up times. Dismissal will remain at the normal times.

***The following events will be canceled or modified:***

- Morning classes at Coopers BOCES and Philo Road BOCES.

- All Co-op, Child Development and Work Experience runs which pick up prior to noon.
- All sporting events starting before noon.
- All field trips and curriculum trips starting before noon.
- School breakfast.

## **SPECIAL EDUCATION STUDENTS**

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The Corning-Painted Post Area School District operates over 100 buses on routes daily. Many of these buses are designed for special education students. However, depending on location, a special education student may ride the regular route bus. These buses operate on a very tight schedule. In order to keep this demanding schedule running, the Board of Education has adopted the following policy concerning the transportation of students receiving special transportation.

### **Special Transportation Services Per CSE Direction**

Curb-to-curb transportation is authorized by the CSE Committee. The exact location of curb-to-curb pickup will be decided by the Director of Transportation in consultation with the Director of Pupil Personnel Services and the students' parents. The safety of the child and other children on the bus is the ultimate concern.

If a child is to receive curb-to-curb pickup, it is the responsibility of the parents to bring the child to the pickup location and to be there in the afternoon when the child is dropped off. Supervision at the bus stop is the responsibility of the parents. Each child should be accompanied by an adult and should be dressed and at the bus stop prepared to board the bus five minutes prior to the arrival time of the bus. In the afternoon, an adult must be available to accept the student five minutes prior to the scheduled drop off time. Parents are encouraged to talk to the bus drivers and bus attendants regarding any special needs of their children, such as extra warmth or medical problems.

Curb-to-curb services are provided from the residence to school and from school to the residence. Any deviation in pickup or drop-off must be requested in writing by the parent to the Transportation Office and **MUST** be approved by the Director of Transportation. If a different location is re-

quested, it must be constant throughout the week and year with no deviation.

Parents are responsible for the transportation of their children should they miss their bus or be denied transportation for disciplinary reasons.

In addition, the following regulations will help insure trouble-free transportation of your student:

- If your child is not going to school, call the appropriate bus garage at approximately 6:30 a.m. Also let us know if the child will ride the afternoon bus, or the next day. This call prevents us from going to houses and waiting, thus causing unnecessary delays.
- All students are expected to behave on the bus. Repeated infractions of bus rules can cause a disciplinary referral to the school and appropriate disciplinary action taken.
- **BUS DRIVERS WILL NOT ACCEPT MEDICATION.** Parents are requested to bring student medication to school and deliver it to the school nurse, teacher or school principal.

## **RESPONSIBILITIES**

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### **Director of Transportation**

- Establish bus routes.
- Assign routes to driver/contractor.
- Arrange transportation for special trips to include field trips and sports trips, as well as other required trips.
- Assist schools with bus drill requirements.
- Work with building principals on discipline problems.
- Advise building principals on safety issues involving transportation.
- Ensure that safety requirements for drivers and monitors are adhered to.

### **Building Principals**

- Ensure that teachers develop and teach programs of instruction in highway and bus safety.
- Provide bus drills to the students three times a year as required by educational law. These drills should include location and use of emergency exits of the bus, fire extinguishers and first aid. In addition, drills should include safe boarding and exiting procedures, as well as emergency exiting procedures. Seat belt use, hazardous weather and orderly conduct must be included. The school principal shall certify at



the completion of each drill that it has been conducted for all students.

- Provide adequate supervision of students while loading, unloading and transferring buses.
- Ensure students understand that the same student behavior expected in the classroom is to be practiced on the bus.
- Take prompt action on all Bus Discipline Referral forms.
- Report to the Transportation Director any unsafe conditions or problems which are brought to their attention relating to the transportation program.
- Require students to ride their assigned buses.
- Administer the bus pass program.
- Inform the appropriate bus garage when bused students have been suspended from school.

## Bus Drivers

- Drive the school bus safely and defensively, and within speed limits.
- Obey all traffic laws and regulations.
- Keep the bus clean inside.
- Report all student disciplinary problems to their supervisor in a timely manner. When required, make a written report of the discipline infraction to their supervisor.
- Report all accidents and incidents to their supervisor.
- Make out daily bus reports.
- Make bus lists, seating charts and revised time schedules as required.
- Instruct students daily on the proper way to exit buses, including walking 10 feet in front of bus and waiting for instructions before crossing the road.
- Do not smoke on the bus at any time.

## Parents

- Parents are expected to have their children at the bus stop **five minutes prior to scheduled pickup** and dressed appropriately for the weather conditions.
- Parents should reinforce the rules of conduct on the bus and at bus stops so the driver can concentrate on safe driving.
- Parents are responsible for the transportation of their children should they miss their bus or be denied transportation for disciplinary reasons.
- Students who are bused to school in the morning shall return home on a bus unless they have parental permission and school office approval to do otherwise.

## Student

### Waiting for the Bus

- Students need to be at their stop five minutes before scheduled pickup time. While at the bus stop, the student will wait in an orderly manner several feet from the highway. Students who are not at the bus stop will have to find their own transportation to school.
- Students are not to arrive at their bus stop earlier than 10 minutes prior to the scheduled pickup time.
- Students must observe all safety precautions while waiting for the bus:
  - As the bus approaches, line up at least 15 feet from the bus stop off the highway.
  - Do not approach the bus until it comes to a complete stop and the driver has opened the door.
- If crossing the road when the bus has stopped, wait for all traffic to stop and watch for the bus driver to signal you to cross. Cross 10 feet in front of the bus.

### Loading the Bus

- Get on the bus quickly and in an orderly manner, taking a seat at once.
- Listen carefully and obey any directions given by the bus personnel.
- Bus personnel may, at any time, assign seats to an individual student or the whole bus, temporarily or permanently.

### Riding the Bus

(The District Code of Conduct is in effect on all bus transportation. Students are expected to follow all applicable provisions of the Code.)

- Each student must stay seated while the bus is in motion. Sit facing forward and be careful not to block the aisles.
- Students must listen to and follow all directions of bus personnel. Noise must be kept to a minimum.
- Absolutely no use of tobacco, alcohol or drugs on the bus.
- Destruction or damage to the bus will be immediately referred to building principals, and restitution for damage will be required.
- Students who are disruptive, excessively loud, use profanity or indulge in horseplay will receive a disciplinary referral turned in to their principal.

### Transferring Buses

- Students who require transfers will exit the bus at the transfer point when told to do so and either proceed directly to their transfer bus or wait quietly in the designated loading zone.

- Students will not leave school grounds while waiting for transfer buses.
- Students come under the control of the school at their transfer point.
- All bus riding rules apply to transfer buses.

### Unloading the Bus

- When students exit the bus at their stops, they must immediately move 15 feet from the door of the bus at a right angle, or 10 feet forward of the bus, never to the rear. Once the bus has departed, they can continue their walk home.
- If students are required to cross in front of the bus, they will walk at least 10 feet in front of the bus and wait for the driver to signal it is safe to cross. When crossing, they will walk to the center of the road, look left and right, then wait for the driver to again signal it is safe to continue. If the bus horn sounds, the students must return immediately to the right side of the road.
- **Never** return to the road if an item is dropped, without signaling the driver of your intentions and waiting for his/her instructions.
- Students must get off at their designated stop. A bus pass from the school is the only exception to this rule.

## DISCIPLINE REFERRALS

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Continuous disruptive behavior on the bus will be referred to the building principal using the Bus Conduct Report form, which can be found on the District website ([www.corningareaschools.com](http://www.corningareaschools.com)). This report is filled out by the bus driver and/or bus attendant and turned in to their supervisors.

Building principals will handle all student discipline referrals and if necessary, arrangements will be made between the school, the Transportation Department and the parents for a meeting concerning the disruptive behavior.

Although procedures in place at each school call for progressive discipline, a continuous, unsafe or disrespectful attitude may call for immediate suspension from bus riding privileges.

If a student's bus riding privileges are suspended, the student is still obligated to attend school, and parents/guardians are legally responsible for ensuring attendance.

## MISCELLANEOUS INFORMATION

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### **Bus Passes**

It is C-PP District policy that all students who are bused to school return home on their assigned bus. However, students may be picked up or dropped off at a location other than their usual bus stop when requested in writing by a parent or guardian and approved by the school. Requests to ride a different bus can be granted only if seats are available.

### **Transportation to Day Care Facilities**

It is C-PP District policy that students may be transported to a day care facility only if that facility is on an existing route. Transportation to the day care facility must be continuous. It cannot be left up to the school/driver to determine which day of the week a student attends the day care facility. This service is only available if there is room on existing route buses.

### **Transportation to Private Schools**

The District provides transportation to private schools as required by state law, and in accordance with the C-PP school calendar. When the C-PP School District is closed for holidays/vacation, inclement weather or other emergencies, transportation is not available. Written requests from parents for the upcoming year must be received by the Director of Transportation by **April 1**.

### **Scheduled Early Dismissals**

Schools are required to notify parents of early dismissals. Please have someone home to receive your child.

### **Bus Drills**

According to a schedule established by the State Education Department, at least three bus emergency drills will be conducted yearly by the school principal. The procedure for students to follow in case of an accident will be covered.

## Lost Children

If your child does not get off the bus as expected, **PLEASE CALL THE SCHOOL AT ONCE**. The school will notify the Transportation Department if necessary.

## Videotaping

Buses can be equipped with video cameras, and taping is at the discretion of the Transportation Department. Taping will help ensure the safety of your student. For additional information, please refer to C-PP District policy on videotaping at [www.corningareaschools.com](http://www.corningareaschools.com).

## Seat Belts

All buses have seat belts. It is the responsibility of the parent to direct their child to wear one, if the parent so desires.

## **BUS RIDERS' INSURANCE**

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The District provides insurance coverage for all students in the district in the event they are injured in a school-related accident. Coverage provides for reimbursement of medical expenses after the parents' basic insurance has paid, if a student should be injured while:

- attending regular classes or school-sponsored activities;
- traveling between home and school for these activities;
- attending or traveling to or from any religious education activities or services.

The Board of Education has requested that parents be made aware of the effect of New York State No-Fault Insurance Law on school bus riders. Under the terms of this law, if an injury is sustained, regardless of fault, a claim for reimbursement for medical expenses will be made against the parents' automobile insurance policy. If the parent has no automobile insurance, the claim would then be made against the owner of the school bus.

A claimant may not bring suit against the owner of the bus or the school district, regardless of who is at fault for the accident, unless "serious injury" as defined in the no-fault law is sustained.

## **IMPORTANT SCHOOL BUS SAFETY ALERT**

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Help us protect your children as they travel to and from school.

Certain types of children's clothing can create a hazard as your child exits the school bus. Especially dangerous are:

- **Long, dangling jacket or sweatshirt drawstrings**
- **Long backpack straps**
- **Long scarves or other loose clothing**

Such items can be caught in the bus handrail, door or other equipment as the child exits the bus.

In recent years, a number of children across the U.S. have had their clothing caught as they left the bus. Several children were dragged by the bus and then killed when the bus ran over them.

Please take the time to check your children's clothing to make sure it is safe.

Also, please talk with your children about these safety rules:

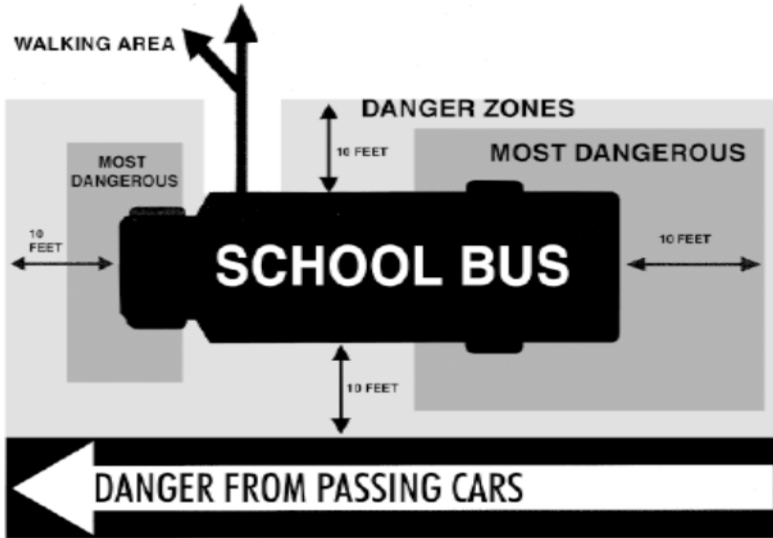
- **Stay away from the DANGER ZONES around the bus.**
- **Don't try to pick up something dropped near the bus – the bus driver might not see you.**
- **Remember that other motorists don't always stop for a stopped school-bus – use extreme caution whenever getting on or off the bus.**

**SCHOOL BUS SAFETY IS A TEAM EFFORT NOTHING IS MORE PRECIOUS THAN A CHILD'S LIFE**

Courtesy of the Pupil Transportation Safety Institute

## THE DANGER ZONES

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## BUS RULES

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(Posted in each bus)

### **"DO NOT LOSE YOUR BUS PRIVILEGE" FOLLOW THESE RULES**

1. Obey the bus driver.
2. Remain seated.
3. Talk quietly.
4. Keep your hands to yourself.
5. **NO EATING** or drinking on bus.
6. No horseplay or fighting.
7. No profanity.
8. Keep head, hands, and feet inside bus.
9. Throwing objects is prohibited.
10. Keep bus clean.
11. Tobacco or alcohol in any form is prohibited.
12. No damage or tamper with bus equipment.
13. Possession of illegal drugs or weapons prohibited.
14. The bus driver is authorized to assign seats.
15. Be courteous and have a safe trip.

Penalty at discretion of principal depending on circumstances (May include removal from bus). Serious misbehavior on the bus may also be cause for punishment up to and including suspension from school.

## TRANSPORTATION CONTACTS

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The Transportation Department looks forward to providing safe, timely transportation for your child. All attempts will be made to solve busing problems at the lowest level. If you have any questions or busing concerns, please contact your particular bus company first.

Know your student's bus route number; this makes it faster and easier for us to help you.

<b>Area You Live In</b>	<b>Contact</b>	<b>Phone Number</b>
Beaver Valley, Caton, Coopers Plains, East Corning, Hornby, Meads Creek, Painted Post, Pine Hill, Route 414, Smith Hill, South Corning	Birnie Transportation	607-962-0560
East Corning, Erwin Valley, Gang Mills, Gorton Rd, South Corning, Spaulding Drive, Steege Hill, Woodland Park, Elmira Private Schools	Loren Smith Buses	607-936-3412
Lindley Area, Montessori	Leland Harris Buses	607-523-8867
Big Flats, Corning Community College, South Corning, Spencer Hill, Special Education	C-PP District Transportation Office	607-962-2493



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AREA SCHOOL DISTRICT

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