

## Series 3000 - Business and Non-Instructional Operations

### 5. Non-Instructional Operations

#### G. Auxiliary Agencies

##### (1) Transportation

##### (b) Responsibilities and Duties

##### (iv) Transportation: Parent/Guardian Responsibility

- A. Parents/guardians should make sure that children reach the school pick-up area promptly according to the published schedule.
- B. Parents/guardians should accompany younger children to the pick-up area.
- C. Parents/guardians should instruct children in traffic safety, including, but not limited to:
  - 1. Look both ways before crossing the street, even when the bus is stopped and waiting.
  - 2. Wait off the street, whenever possible.
- D. Parents should at all times set a good example by observing traffic rules and regulations.
- E. It is required that, when a student is dropped off at his/her home, parents/guardians or older siblings of students in grades K-2 be present and visible at the time of student drop-off. If a parent/guardian is not visible, the driver will keep the student on the bus and return to the school or central office, unless prior arrangements have been made. The parent/guardian will then be notified and requested to come to the school or central office to transport the child.
- F. If a student misses a bus, the parent/guardian must provide transportation.
- G. If a student misbehaves at the pick up or drop off site or while on a bus, an administrator/designee may suspend bus privileges, and the parent will be responsible for providing transportation during the period of bus privilege suspension. Bus drivers are responsible for completing Bus Conduct Reports for students who misbehave and the contractor will forward those reports to the principal or designee.

## **Regular Routes and Services – Transportation**

### **1. Cul-de-sacs and *Do Not Use/Enter Streets***

Bus stops should be located at the intersection of the cul-de-sac and the main road whenever possible, unless the length of the cul-de-sac is greater than the permitted walking distances as indicated in this policy or unless the main road is deemed hazardous as otherwise noted within this policy. This also applies to bus stops for looping branch roads if in cul-de-sacs and dead end roads.

Consistent with State of Connecticut Regulation Section 14-275C-18, entitled “Operation of School Buses”, backing of the school bus shall be avoided, whenever possible. When backing maneuvers cannot be avoided, children shall be retained inside the bus. If there are children outside the bus, no backing maneuvers shall be made unless a competent adult observer is on hand to direct the maneuver from a point behind the driver’s side of the bus and clearly visible in the driver’s mirror.

When a school bus enters a cul-de-sac, children will be picked up (before the turn is made) on the boarding side of the bus, on the way into the cul-de-sac, and dropped off (after the bus has maneuvered the turn) on the opposite side of the street.

Certain streets within the town may be designated Do Not Use/Enter Streets because factors including lack of necessary space to turn around, topography, street width, and industrial activity make access unsafe. These streets will not be entered, even for mid-day kindergarten.

### **2. Hazardous Highways and Streets:**

A list of hazardous highways and streets is included in the Regulations portion of this policy.

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SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut