

ADMINISTRATORS TRANSPORTATION PROCEDURE

DISCIPLINE

- In all situations involving misbehavior on school buses, the parents/guardians of the offenders must be contacted, either verbally or in writing. They shall be made aware of the incident(s) and the administrative action carried out or contemplated.
- A file shall be maintained in each school's office. Every misbehavior incident as reported should be noted in the event the Superintendent calls for a hearing or case review.
- A separate card for each student offender should be kept for ease of review and/or summation. The date, name of person reporting incident, nature of the offense, and administrative action (including the name of the parent/guardian contacted, if verbally) should be noted thereupon.
- If contact with parent/guardian is by letter, the principal should be assured that the parent/guardian received same. Preferably, the parent/guardian should affix his/her signature and return the letter to the office for maintenance in the file. If there is no response to the letter, verbal contact must be made.
- It is essential that the principal be certain that the accused student is properly identified. It must be remembered that bus drivers do not personally know all the students who ride their buses daily.
- The Superintendent should be notified immediately of any major incident(s) or of any other matters or questions evolving from bus problems.
- The teachers should be directed to frequently review the rules and regulations concerning student behavior on buses.

Change of Bus Stop

- Students are not to be allowed to change buses on a permanent basis without the written approval of the Business Manager or Transportation Committee.
- Parents requesting a switch of buses or drop off should be expected to do so in writing addressed to the Business Manager and not to the driver. A Business Manager may allow certain changes provided a record of each change is maintained and the bus is not filled beyond its legal capacity.
- With the exceptions of emergencies, all requests for a switch in buses, pick up location, and/or drop location, must be submitted by the parent/guardian in writing to the Business Manager at least 24 hours prior to the requested change. The Business Manager must notify the bus company of all approved requests and changes. Granting such requests cannot result in a bus to be re-routed or the creation of new stops.

- Parents requesting changes that would result in a bus to be re-routed or the creation of a new stop should be directed to do so in writing to the:
Transportation Committee
387 East State Street
Granby, MA 01033
- Resident students are assigned to a bus based on their home address. The Transportation Committee may, at their discretion, allow a "school choice" student or students not assigned to a bus to ride said bus if sufficient room exists on the bus. Granting such requests cannot result in a bus being re-routed, the creation of new stops, or a bus to arriving late to school.
- If a bus does reach maximum capacity, students that are riding said bus that are not assigned based on their legal address may lose their privilege to ride said bus.
- It is expected that all administrators and staff members be fully aware of all rules, regulations and guidelines as approved by the School Committee.

Adopted May 3, 2004