

# LACEY TOWNSHIP SCHOOL DISTRICT

## ELEMENTARY BUS RULES HANDBOOK



**Lacey Township School District  
Lacey Township Board of Education**

Harold “Skip” Peters, President  
Kim Klaus, Vice President  
Salvatore Armato, Board Member  
Linda A. Walker, Board Member  
Jack Conaty, Board Member  
Cheryl Armato, Board Member  
Dan Bell, Board Member

**Board Office**

Acting Superintendent: William W. Zylinski  
Business Administrator / Board Secretary: Sharon Ormsbee  
200 Western Blvd.  
Lanoka Harbor, NJ 08734  
609-971-2000

**Transportation**

Transportation Office: 609-971-2000 ext. 1043  
Transportation Coordinator: Maria Valiante

**Cedar Creek School**

Principal: Holly Niemiec  
Supervisor: Edward Subokow  
220 Western Blvd. Lanoka Harbor, NJ 08734  
609-971-5850

**Forked River School**

Principal: Mr. Eric Fiedler  
Supervisor: Ms. Jessica Cellini  
110 Lacey Rd. Forked River, NJ 08731  
609-971-2080

**Mill Pond School**

Principal: Joanie Donohue  
Supervisor: Mallory Krakovsky  
210 Western Blvd. Lanoka Harbor, NJ 08734  
609-971-2071

**Lanoka Harbor School**

Principal: Dr. Jeffrey Brewer  
Supervisor: Mrs. Theresa Kilmurray  
281 Manchester Ave.  
Lanoka Harbor, NJ 08734  
609-971-2090

Bus Stop Safety – Both students and parents should wait on the side of the road 3 giant steps from the roadway in a safe area. Standing or playing in the middle of the street creates a hazard for pedestrians, traffic and oncoming school buses. Always wait until the bus is completely stopped before walking toward the bus. Poor behavior at the bus stop can result in disciplinary action being taken by a school administrator.

Footwear on the Buses – For the children's safety, we discourage our students from wearing flip-flops or clogs to school. Sneakers and shoes that strap to the child's foot are recommended. Flip-flops and clogs have been known to fall off as a child gets on and off the bus causing them to trip and possibly be injured.

Driving Your Child To and From School If you drop off or pick up your child at school, you must use the front parking lot. Please do not park in the entrance lane in front of the school as our buses use this lane as their loading area. If you come for a trip, party, or school event, we ask that you park in the parking lot. Also, for the safety of you and your child, we ask that you do not cross between the buses. Please use the crosswalk. When the buses are unloaded / loaded in the row, that entire row leaves.

Personal belongings – Toys, electronic devices including cell phones should not be taken out on the bus. All items should remain in the child's backpack. The Lacey Township School District is not responsible for any loss or damage to items such as these.

## **Remember Safety First**

Now that schools are reopening, we urge everyone to be extra careful when driving on local roads.

School bus drivers have been trained in safe driving techniques, and we respect and admire their abilities. These people must oversee a busload of children (up to 54) while at the same time operating their vehicle safely on crowded roads. While they are very professional and skilled at what they do, they need our cooperation to make sure that each and every one of our students is delivered to and from school safely. In order for them to do their job, we must do ours.

Here are a few school bus safety reminders:

- Remember that passing a school bus with flashing lights is both hazardous and illegal.
- Remember to stay a safe distance from buses at all times.
- As children are either being picked up or discharged, drivers must exercise even greater caution to avoid children who might stray into traffic.
- Children waiting at school bus stops are not always as careful as we would wish them to be and have been known to "horse around" or run into the road.
- Drive slowly and carefully to help make this school year the safest ever.

Our bus drivers are entitled to the respect and courtesy due to all school personnel. We appreciate your cooperation enforcing bus safety rules. The safety of our children depends on it.

### **Parent's Responsibility**

Parents should review with their child the list of Bus Behavior Guidelines, Conduct On Buses, and Rules For Safe Student Transportation. The importance of observing these rules should be stressed for your child's safety.

Insist on correct behavior while waiting for and riding the school bus. Remind your child to respect the property of others.

**Pickup and Drop Off Locations** – It is the practice of the Lacey Township Board of Education that all students are assigned to **only one bus** within their zoned school district. Students must get on and off at their home bus stop. **Students may not come to school on one bus and go home on a different bus. Changes to this will require a note sent in to the main office by the parents prior to the change and approval by the Transportation Department.**

**Bus Assignments** – Only authorized bus riders shall be permitted to ride a school bus to and from school. Permission must be obtained from the building principal and/or the transportation liaison before a bus rider may ride a different bus. **Requests for a bus change must be submitted in writing.**

**Parents are not permitted on the school bus.**

**Bus Stops** – **All students are to use their assigned bus stops only.** Do not ask the bus driver to stop at places other than the designated stop. Any concerns or requests must be directed to the Transportation Office, not to the driver.

Please feel free to contact school administration with any concerns you may have regarding bus safety. Together, working as a team, ensures safety on and off the school bus.

### **Parent Reminders**

**Eligibility For Transportation** – Transportation is provided for only those students whose legal residence is in Lacey Township. Eligibility is solely based on this legal requirement. The district will provide each eligible student one round trip daily from a designated bus stop to school and back.

**Address Changes** – If during the school year you change your address within the school district, you must go to your child/children's school(s) and fill out a change of address form and provide proof of your new residency. All bus changes take from 24 to 48 hours to process.

**Day Care Providers** – If your child is attending a daycare provider, we require that day care provider to be at the bus stop with your child in the AM and PM.

**Video Cameras** – Please be advised, all Lacey buses are equipped with camera boxes and are capable of video taping riders during operational hours.

### **Rules For Safe Student Transportation**

1. Drivers will maintain their posted schedule as accurately as possible. Students should be at their bus stops ten (10) minutes prior to pickup time. Drivers will not wait for tardy students.
2. Never stand in the roadway while waiting for the bus.
3. Do not move toward the bus at the loading zone until the bus has come to a complete stop and the door has opened.
4. Conduct yourself in a safe manner while waiting, and respect the property of others.
5. Students, who must cross the road to board or depart from the bus, will cross in front of the bus only on the signal of the bus driver.
6. Students will line up single file to pass in or out of the bus. Crowding and pushing is not permitted.
7. All backpacks are to be worn on and off the bus. While riding, backpacks are to be taken off and kept on your lap or the floor and should remain closed.
8. Aisles are to be kept free from backpacks, books, lunch boxes, etc. (musical instruments will be placed under a seat, or held during the bus trip).
9. Windows may be opened when permitted by the bus driver.
10. Students will only ride their assigned bus. Any changes must be approved by the building principal and/or the transportation liaison.
11. Students will board and/or leave the bus only at their designated bus stop. To leave the bus at any other bus stop, the Student must have a note from his/her parent and approval from the building principal and/or the transportation liaison.
12. **Bus riding is a privilege, which may be revoked.** Permission to ride the bus may be taken away for unacceptable/unsafe behavior.

Bus Schedules are planned with sufficient time for students loading at each stop, but no time has been allocated for tardy students. We ask you to have your child at the bus stop 10 minutes prior to the scheduled pick-up time. Help the driver maintain his/her schedule by making sure your child is ready on time. If your child misses the bus you must transport him/her to school. It is unsafe to chase the bus or try and catch the bus at another stop.

### **Preschool and Kindergarten Parents**

All Preschool and Kindergarten students must be met at the bus stop. If someone is not at the bus stop to meet the student, the child will be returned to school. If someone other than the designated person is going to meet your child, please notify the Transportation Office so that the bus driver can be notified. If someone other than the designated person is at the bus stop for your child and the bus driver does not know who this person is and was not notified of this change, the child may be kept on the bus and returned to school. If your child is returned to school you will be notified by telephone to come to pick up your child. If there is no answer at home, those people on your emergency contact list will be called. **It is vitaly important that you keep your emergency contact list names and telephone numbers current.** It is equally important that you keep your home telephone and address current on all school records. We ask that you check your voicemail to avoid communication delays due to a full mailbox.

## **Bus Behavior Guidelines**

1. Sit in your assigned seat and remain seated for the entire ride. Standing is NOT permitted.
2. Seat belts **must** be worn.
3. Cooperate with the driver and/or aide and follow their directions.
4. Keep your head, hands and feet to yourself at all times.
5. Eating and/or drinking on the bus is not permitted.
6. Talk quietly – yelling or screaming are unacceptable behaviors. Use an inside voice.
7. When the driver's hand is up, no talking.
8. Be courteous – name calling, bullying, inappropriate or profane language are unacceptable behaviors.
9. \* Safety or emergency bus equipment, or exit should be used solely by the bus driver.
10. \* Throwing any object on the bus, at the bus, or out of the bus is unacceptable behavior.
11. \* All body parts need to remain inside the bus at all times.
12. \* Follow the safe boarding and departing bus procedures directed by the driver and/or aide.
13. \* Physical conflict – aggressive and/or physical conduct – hitting, punching, fighting, etc. are unacceptable behavior.
14. \* Respect of bus property is expected.
15. All cell phones/ electronic devices should remain in bookbags. Video recording of students and staff is forbidden.

\* THE UNACCEPTABLE BEHAVIORS MARKED WITH AN ASTERISK MAY RESULT IN AN IMMEDIATE BUS SUSPENSION. THESE BEHAVIORS POSE A SAFETY THREAT TO ALL INVOLVED. PARENTS WILL BE RESPONSIBLE FOR THE MONETARY COSTS DUE TO ACTS OF VANDALISM ON THE BUS. VIDEO CAMERAS MAY BE UTILIZED AT SCHOOL'S DISCRETION.

**\* Students are expected to behave and obey bus rules. In an effort to reinforce and encourage good behavior, various forms of recognition may be utilized when students exceed expectations.**

## **Conduct On Buses**

### **Bus riding is a privilege, which may be revoked.**

Permission to ride the bus may be taken away for unacceptable/unsafe behavior.

1. The first Lacey Twp. discipline report for misconduct on the school bus shall result in a warning letter being sent home. Further disciplinary action may be taken if warranted at this time.
2. If a second Lacey Twp. discipline report for misconduct occurs, the child may receive school detention time as well as notification home. A suspension from the bus may occur depending on the severity of the incident. The length of this suspension time will be determined by the school administration and will range from one to five days depending upon the nature and severity of the offense.
3. The third offense may result in a longer suspension of up to ten days.
4. If a child continues to present disciplinary problems on the school bus the Board of Education may consider revoking transportation via the school bus for a determined period of time upon recommendation by the building principal/designee.
5. If in the opinion of the building principal or his/her designee, a child's conduct seriously jeopardizes the health and safety of the school bus driver and/or Students on the bus, the building principal or his/her designee may immediately suspend the said child from the bus for a period of one or more weeks without prior notice to parents.

All disciplinary actions are at the discretion of the school administration. Each case is unique as are the children. This is only a guide.

When a child is suspended from the school bus, he/she will not be permitted to ride the regular bus. It will be the responsibility of the parents to transport the child to and from school safely.