

Chatham Central School District

Board of Education
2018-2019

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Transportation Guidelines

Dated: November 13, 2018

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Transportation Guidelines

Dated: November 13, 2018

Student Transportation Services Guidelines

The District will operate a student transportation program in compliance with all applicable laws, regulations and policies established by federal, state and local authorities, and under the administrative responsibility of the Superintendent. The District has developed guidelines to implement this policy.

Transportation Guidelines

Dated: November 13, 2018

Regular Transportation for Public School Students:

Administrative Operations

Completed school registration forms will be provided to the Transportation Department by each District school **before** transportation service is provided. The registration forms must include the following information: student, student number, address, exact physical location of the house, phone number, emergency contact information, and any other relevant information that could impact on student health and safety.

Student registration forms completed during the summer will be provided to the Transportation Department by each District school within two (2) working days of the student being registered in the school.

Students that leave the District and later return must have a new complete registration form submitted to the Transportation Department before transportation service is provided.

Normal bus route seating will be planned based on an average anticipated seating capacity of two high school or middle school students per seat, or three elementary students per seat.

Buses that have departed the school loading area will not be recalled to the school for students that have failed to load their bus at the designated time. The school office will contact the students' parents or emergency contacts to arrange individual transportation.

Unscheduled transportation of students to their home or care giver during the normal school day will only be provided when parents and emergency contact personnel are unable to transport the students.

Parents, and individuals that are not District students, **cannot** board District buses without prior approval from the Superintendent.

Bus safety drills on school buses are required by section 3623 of Education Law. A minimum of three (3) drills shall be held on each school bus during the school year, the first to be conducted during the first week of the Fall term, the second between November 1 and December 31, and the third between March 1 and April 30 (8 NYCRR 156.3(f)(2)).

School principals are responsible for the supervision of student loading and unloading at their schools and for administering student discipline for violations of bus rules.

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Bus Routes

Bus routes are established under the direction of the District Superintendent in coordination with the Transportation Department to provide transportation in the most safe, efficient, and cost-effective manner possible.

There is no requirement in law that entitles children to door-to-door transportation.

It is also not possible for all children to travel an equal distance to and from the designated bus stop. A natural consequence of safe, efficient, and economical routing of school buses is that some children will travel greater distances than others in traveling to and from bus stops.

Bus routes will be established so that no pupil regularly spends more than sixty (60) minutes on a bus from the time of loading to the time of discharge.

Bus routes will be designed to minimize, but not necessarily eliminate, student crossing.

No road will be included on a bus route that is not suitable for bus travel due to size, incline, surface, or lack of normal road maintenance.

Transportation will not be provided on private roads – i.e. roadways that have not been dedicated and/or maintained by town, county, and/or state highway departments.

Unguarded railroad crossings will be avoided whenever possible on bus routes.

If the Transportation Supervisor believes that a road or segment of a road within the District is unsafe for available District buses to travel, he may limit or restrict its use by District buses temporarily for up to thirty (30) days. If the Transportation Supervisor believes that a road or segment of a road within the district should be permanently restricted or limited for District buses, he will submit a request in writing through the Superintendent to the Board for approval.

School buses will not go off route without prior approval from the Transportation Supervisor or his/her designated representative.

Individuals may request a change or adjustment in a bus route or stop by submitting **Appendix E (Parent/Guardian Request for a Bus Stop Review)**, if they believe that the existing routing or stop does not comply with the established District's guidelines found in this document. Bus routes and stops may not be changed or adjusted solely for personal convenience, if they comply with established District guidelines, unless the individual requesting the change can demonstrate a special circumstance or unique condition that may warrant the change.

Transportation Guidelines

Dated: November 13, 2018

Bus Stops

Students will not be required to travel more than one (1) mile to or from their regular assigned bus stop. The safety of children traveling to and from bus stops is the responsibility of the parents, just as it is for those children who do not qualify for transportation from home to school. Parents are responsible for the supervision and conduct of their children at the bus stop.

A parent, guardian, or designated individual must be visibly present when discharging kindergarten and head-start students unless the parent provides written authorization stating otherwise. Students that are not received at their home or care giver's location may be returned to the elementary school. Supervision for returning students will be available at the elementary school until all District buses have returned from their routes. The returning student's parents or emergency contact will be notified to pick-up the student at the elementary school's main office.

Students will only be allowed to board or be discharged from a school bus at their designated bus stop. Exceptions will only be made with advanced written approval by a parent and school administrator.

Authorized bus stops will be located at designated intervals in places where students may be loaded and unloaded, may cross highways, and may await the arrival of buses with reasonable safety allowed by road conditions.

The District will establish centralized bus stops at locations where students can wait for, load and unload the school bus with reasonable safety. Factors considered in establishing bus stops may include but not be limited to the following: the number of students using the bus stop, sight distance at the stop, existing road and traffic conditions, history of existing stops, etc.

A maximum of thirty (30) pupils at a stop will be acceptable only where there is adequate waiting space away from heavy traffic areas. Approximately ten (10) to fifteen (15) pupils will, in most cases, be the maximum number scheduled for pickup or discharge at any one point.

Stops along major state or county highways as designated by the District will be at intervals of no less than two tenths of a mile unless Transportation Supervisor deems necessary.

Students should be at their designated bus stop at least five (5) minutes prior to the scheduled pick-up time.

Drivers will strive to maintain a consistent schedule. However, variations in student pick up and drop off times due to daily changes in ridership, road construction, weather conditions, late bus ridership, etc., are understandable and acceptable.

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School Bus Conduct

See **Appendix A (*Bus Rules*)** for approved bus conduct rules.

Standees are not permitted on District buses unless it is in the first ten days of school or in an emergency. The minimum seating requirement must provide a seat for every student based on the student seating capacity designated for the bus. New York State Department of Transportation approved child seating capacity is posted on the right front side of the bus and will not be exceeded. Normally, bus route seating will be planned based on an average anticipated seating capacity of two (2) high school or middle school students per seat, or three (3) elementary students per seat.

District bus drivers may, at their own discretion, have an assigned seat policy. Additionally, school bus drivers may assign seats to select individual students if they believe that those seat assignments will improve the safety or security of the bus.

No animals are authorized on any District buses. (Exceptions may be made for required service animals).

All students transported on twenty-two (22) passenger or smaller buses will be required to use available seat belts.

All full-sized District buses built after July 1, 1987, will be equipped with seat belts for all students. Since there is no state law that requires students to wear them, it is the parents' responsibility to instruct their children to use the available seat belts if they so desire.

Except for prior approved cooperative transportation support agreements between the District and other school districts, students that do not reside in the District will not be transported on District buses. All cooperative transportation support agreements require a written transportation request form and insurance rider from the requesting school district.

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Transportation for Private School Students:

Students residing in the District who live at least one (1) mile and not more than fifteen (15) miles from a private school that they are attending are eligible for transportation. This distance is measured from the end of the resident's driveway to the unloading point at the private school.

Students residing in the District who live more than fifteen (15) miles from a private school that they are attending may receive District transportation support, providing that the private school is currently serviced by District transportation and they load and unload the school bus at a designated central bus stop. In such cases, the designated central bus stop is in the High School parking lot. If a parent or designated caregiver is not at this parking lot to receive the student when the bus arrives from the private school, the child may be discharged at the elementary school lobby to wait for their parent or designated caregiver. Students can be required to travel more than one (1) mile to and from the designated central bus stop.

All students planning to attend a private school must submit a transportation request form to the District Transportation Department each year. Transportation request forms must be received at the District Transportation Department no later than April 1 of each year, or within thirty (30) days of moving into a new residence within the District.

Private school students will be transported from a designated pick-up point to their school on each school day that coincides with the District calendar. Private school students will not be transported by District school buses on days that District schools are closed.

The District may contract with parents to provide transportation to private schools within the required distance limitation with formal Board Approval. Each request will be considered on an individual basis, based on the availability of District transportation assets.

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Transportation of Students with Special Needs:

Students with disabilities or special needs shall receive transportation services as identified on their IEP. Drivers and aides will not enter houses or schools to receive or discharge these students. An adult at home and trained instructional or non-instructional staff members at the school will escort and assist the child(ren) to/from the bus.

Behavioral or disciplinary problems of special need students that pose a safety concern or potential hazard will be reported to the District Special Education staff on a Bus Conduct Report Form. The Special Education staff will coordinate with the child's parents and teachers to take corrective action to ensure that the child's behavioral or disciplinary problems do not place the school bus and its occupants at risk.

Special Education staff will provide Transportation Department staff with necessary information to properly address the medical and emotional needs of the students.

Special Education staff must provide the Transportation Department with special needs' transportation requirements (**Appendix B**) and applicable school registration documents before transportation support is initiated.

Start dates for any new special education transportation requirements will be coordinated, in detail between Special Education staff and Transportation Department staff **as soon as practical**. No transportation support can be coordinated without a complete District student registration form and a special needs' transportation requirements form (**Appendix B**).

Special education transportation support that cannot be supported with District assets will be contracted. Unprogrammed special education contract transportation will be approved by the District Superintendent and accounted for in a separate account code A 5510 41 2000.

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Late Bus Transportation for District Students:

Late bus transportation for District elementary, middle, and high school students is a privilege, not a right.

Late bus transportation for elementary, middle and high school students will be provided. Students will be dropped off at the nearest school bus stop, provided the stop is within one mile of the student's home.

All students desiring to ride the late bus must sign up at their school office in advance and receive school approval by 11am each day.

The Transportation Department will provide District elementary, middle, and high school offices with a student list identifying appropriate late bus routes at the beginning of each school year, as soon as bus routes are set and finalized (usually four weeks into the new school year).

District elementary, middle, and high schools will provide the Transportation Department with a roster of authorized late bus students, sorted by late bus route, by 11:00 a.m. daily. Students not identified on the roster will not be authorized to ride the late bus unless they provide the bus driver with an approved late bus form or stamped note as shown below.

Official High School Form

PLEASE ADMIT _____
TO LATE BUS TODAY _____
ROUTE NUMBER _____

Official High School Stamp

<p style="text-align: center;"><i>Approved</i></p> <p style="text-align: center;">Chatham High School Chatham, NY 12037</p> <p>Initials:</p>

Transportation Guidelines

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Transportation for Field Trips and Extra-Curricular Activities:

District transportation for extra-curricular field trips and activities, including sports trips, will be provided on a first come, first serve basis, based on the availability of buses and drivers.

The individual or department responsible for the field trip or extra-curricular activity will submit a completed Field Trip Request Form (**Appendix G**) through established administrative channels for approval. Approved transportation request forms must arrive at the Transportation Department at least five (5) working days before the scheduled event to facilitate timely processing and assignment of the bus and driver. The Transportation Department will be responsible for providing trip directions.

If District transport is unavailable for the field trip or extra-curricular activity, the individual or department responsible for the field trip or extra-curricular activity will be responsible for locating an available carrier. The carrier must meet all the requirements outlined in the following section **Special Transportation Requirements for Contract Charter Carriers**. The District Business Administrator will be responsible for signing ALL contracts with the carrier.

School bus seating for field trips and extra-curricular activities will generally be planned based on two passengers per seat. In no case will the maximum approved child seating capacity for a bus be exceeded.

Since transportation priority for buses and drivers must first meet regular school bus route requirements, field trips and extra-curricular activity buses will normally be scheduled to depart no earlier than the completion of the District morning bus routes and will return at least fifteen minutes before the first afternoon departure time of District schools.

Buses will return all students back to the original departure point or other point designated by the Transportation Supervisor. *Any parent/guardian who wants their student to return by alternate transportation must submit a signed request for such alternate return transportation to a representative of the school.*

All District-sponsored field trips and extra-curricular activities, including sports trips, are required to have an adult sponsor (i.e., teacher, aide, chaperone, coach, etc.) on the bus throughout the trip.

- The adult sponsor will be informed of any student medical concerns that may occur during the trip.
- The adult sponsor is responsible for ensuring all authorized students are present and appropriate bus conduct is maintained (**Appendix A, Bus Rules**).

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- The adult sponsor is responsible for ensuring the presence of alternate return transportation for *properly approved* students and that the student has been delivered to the approved parent/legal guardian.

Eating and drinking on the school bus is prohibited except for water. Eating and drinking on the school bus while it is traveling to or from its destination poses a safety hazard and is not authorized.

Athletic groups will not wear cleats on the school bus.

The Transportation Department will maintain a file of District transportation costs allocated (i) by school for field trips and (ii) by sport for athletic trips.

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Special Transportation Requirements for Contract Charter Carriers:

If District transport is unavailable for the field trip or extra-curricular activity, the District Business Administrator will contract with a District-approved carrier. Before the charter is booked, the District Transportation Department will:

- Obtain copy of proof of insurance. The charter carrier must provide a minimum of \$1 million of commercial automobile liability insurance with an umbrella of \$9 million, or any combination equaling \$10 million.
- Confirm the carrier complies with Article 19A (intrastate) and federal Department of Transportation (interstate) regulations.
- Require the carrier provide a pool of prospective drivers that can be assigned to the trip along with their driver license abstracts.
- Confirm that the drivers are 'school bus qualified' (fingerprinted and criminal history cleared) as required by Section 509 of the NYS Vehicle and Traffic Law.
- Review each of the prospective drivers' Article 19A files.
- Contact the Bus Driver Certification Unit of the Department of Motor Vehicles to request the compliance status of the carrier and the driver qualification status of each of the prospective drivers. (Allow adequate time for the Unit to transmit this information.)
- Check with the NYS Department of Transportation regarding the carrier's equipment and maintenance record.

The carrier and driver information for each trip will be documented on the Charter Transportation Compliance Requirements form (**Appendix H**) and the form will be retained by the Transportation Department for five (5) years.

Before the bus departs the school a representative from the Transportation Department will inspect and document the charter carrier for compliance with New York State Department of Transportation and Department of Motor Vehicle Article 19A requirements (**Appendix I, Contract Bus Inspection Sheet**).

Contract charter carriers and drivers that do not meet New York State Article 19A and Department of Transportation requirements will not be allowed to transport District students. The carrier will be given every possible opportunity to correct deficiencies before cancellation of the trip.

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The adult sponsor assigned to oversee the trip is responsible for student conduct (**Appendix A, *Bus Rules***) and for ensuring compliance with all conditions outlined in **Appendix C, *Charter Trip Guidelines***.

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Cooperative Transportation Support between Chatham and other School Districts:

The District may enter into cooperative transportation arrangements with other school districts with the approval of the District Superintendent.

Transportation support will be submitted by the requesting school district, in writing, identifying the appropriate student information along with appropriate insurance documentation.

Cooperative transportation support costs will be agreed upon in advance by appropriate school officials.

Transportation in Support of Approved Community Activities:

Transportation in support of community activities must be submitted in writing and approved by the Superintendent.

The individual or agency requesting transportation support from the District is responsible for student conduct (**Appendix A, *Bus Rules***) and compliance with all appropriate District policies and guidelines.

The Transportation Department will estimate the transportation costs for providing support to the requesting community activity. The District Superintendent in coordination with the Board will assess any costs to the requesting agent/agency. The District Treasurer will submit a bill, if required, to the requesting community activity for payment and reimbursement of appropriate transportation accounts.

Appendix A

Bus Rules

1. Students will wait in a safe place, clear of traffic and, where possible, at least fifteen feet from the edge of the road.
2. Students will wait in an orderly manner and avoid horseplay or disruptive behavior.
3. Students will cross the road or street in front of the school bus only after the bus has come to a complete stop **and** upon direction of the driver using the universal crossing signal.
4. Students will go directly to an available or assigned seat when entering the bus. (**Note:** The bus driver is authorized to assign seats, whenever he/she deems necessary for the safety and well-being of the students on the bus.)
5. Students will not change seats while the bus is in motion.
6. Students will not occupy a position in the school bus that interferes with the driver's operation of the bus or the vision of the driver to the front, sides, or through the mirror to the rear.
7. Students will remain seated, face forward, and keep aisles and exits clear.
8. Students will observe classroom conduct, be courteous, and obey all directions from the driver or other responsible adult promptly and respectfully.
9. Students will avoid shouting and other excessive noise that may distract the driver.
10. Students will refrain from the use of profane, inappropriate or disrespectful language.
11. Students will refrain from throwing or passing objects on, from or into buses.
12. Students are permitted to carry only objects that can be held on his or her lap.
13. Students will refrain from eating and drinking on the bus.
14. Students will not carry hazardous materials, nuisance items, or animals onto the bus.
15. Students will respect the rights and safety of others.

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Bus Rules (cont.)

16. Students that wish to ride a bus other than their assigned bus must submit a completed Alternate Transportation Request Form (**Appendix F**) that is approved by the Superintendent.
17. Students desiring to board or leave a bus at other than their assigned bus stop must have a note signed by a parent or guardian and approved by their school administration.
18. Students will not extend head, arms, or other objects out of the bus windows.
19. Students will not drop trash on the bus and will keep the bus clean.
20. Students will not use tobacco, alcohol, drugs or any other controlled substance on the bus.
21. Students will not wear ear pieces or headphones while boarding, un-boarding, or crossing.
22. Students should follow the 'safe crossing' procedures.

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Appendix B

Chatham Central School District
Committee on Special Education
Transportation Requirements

STUDENT: _____ DOB: _____

SCHOOL:

SUMMER SCHOOL:

DISABILITY:

SPECIAL ALERTS:

INFORMATION REGARDING STUDENT'S SPECIAL NEEDS:

TRANSPORTATION TYPE/RECOMMENDATION:

If you have questions regarding these Transportation Requirements, please contact Brian Simon, Director of Special Education, 518.392.1540

Date Sent to transportation Department: _____

Bus Driver's Signature: _____

Bus Attendant's Signature (If applicable): _____

*Signature acknowledges that the transportation referral has been read

Please return signed Transportation Requirements to CSE office

Transportation Guidelines

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Appendix C

Charter Trip Guidelines

School principals will ensure that guidelines and protocols are in place for the adult sponsor/chaperone in charge of the trip to follow to ensure a safe trip both before and during the trip. This individual in charge of the trip must be authorized to take proactive steps to ensure the safe transportation of the children, including terminating the trip if the condition of the equipment or the driver (fatigue, speeding, etc.) poses a significant threat to the safety of the students.

On the day of the trip -- before starting out, the Transportation Department Designee will:

- A. Verify the identity of the driver by requesting to see his/her driver's license to ensure he/she is one of the prospective drivers the Transportation Department has checked through the Bus Driver Certification Unit.
- B. Visually inspect the condition of the vehicle (properly inspected, registered, and appears to be in a clean, safe operating condition). Review charter driver required daily Pre-Trip Inspection Report to ensure driver has checked all items and noted no deficiencies and review with Sponsor/Chaperone.
- C. Interact with the driver and report any concerns (fatigued, impaired, etc.) to the Transportation Supervisor.

During the trip:

The adult sponsor/chaperone assigned to oversee the trip will:

- A. Review charter driver required daily Pre-Trip Inspection Report to ensure driver has checked all items and noted no deficiencies. Any deficiencies must be reported to the Transportation Supervisor.
- B. Interact with the driver and immediately report any concerns (fatigued, impaired, etc.) to the Transportation Supervisor.
- C. Monitor the driver's driving performance (speed, safe lane change, proper following distances, etc.).
- D. Monitor the driver's physical condition, particularly on long trips, to insure the driver is not fatigued (nodding off, etc.).
- E. Take decisive action to eliminate any threats to safe operation of the bus (request/require the driver to slow down, pull over at a rest stop or exit, notify Transportation Supervisor and await further instructions before proceeding).
- F. Ensure that students are well behaved and do not distract the driver or cause a hazardous condition

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At the end of the trip:

The adult sponsor/chaperone assigned to oversee the trip will:

- A. Prepare a written report to the charter company through the district's Superintendent and Transportation Supervisor detailing any safety concerns that arose during the trip.

APPENDIX D

SCHOOL BUS STOP REVIEW FORM

ROUTE _____ STOP# _____ DRIVER _____ DATE _____

TIME OBSERVED _____ STOP TIME: _____ AM PM

LOCATION _____

IS THIS AREA ---> (check one) RURAL SUBURBAN TOWN/CITY

SPEED LIMIT IS _____ MPH TRAFFIC IS _____ LIGHT _____ MEDIUM _____ HEAVY

HOW MANY STUDENTS AT STOP? AM CROSSERS _____ NON-CROSSERS _____

PM CROSSERS _____ NON-CROSSERS _____

Is the stop at least 200' from railroad tracks?

Is there clear visibility from any direction a vehicle might approach the stop?

(For at least 500' 35 mph or below; 1000' above 35mph.)

Is the stop sufficiently clear of curves, hills, truck traffic or other potentially hazardous factors?

Is the stop clear of non-traffic barriers to visibility for the bus driver? (trees, shrubs, buildings, etc.)

Is there room for students to wait safely from the road and room for students to safely disembark?

Does the bus stop at least 100' from an intersection and at least 300' before a left hand turn on a four lane or wider road?

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SCHOOL BUS STOP REVIEW FORM (Cont.)

Is this stop at least .2 miles from any other bus stop for this school?

Is the distance all students travel to the stop within district guidelines?
(Students will not be required to travel more than 1 mile to or from their regular, assigned bus stop.)

Can all students get to the stop without crossing barriers which Board policy has agreed to transport around? (railroads, Interstate, lack of sidewalks, etc.)

Do you feel this is a safe stop?

COMMENTS - please explain all "no" answers: -

OBSERVER (sign): _____

APPENDIX E

PARENT/GUARDIAN REQUEST FOR A BUS STOP REVIEW

NAME OF REQUESTOR: _____

ADDRESS OF REQUESTOR: _____

CONTACT NUMBER: _____

ADDRESS/LOCATION OF STOP: _____

REASON FOR REVIEW REQUEST :

REQUEST SUBMITTED TO (PRINT NAME): _____

REQUEST RECEIVED BY (SIGN): _____

DATE: _____

APPENDIX F

CHATHAM CENTRAL SCHOOL DISTRICT
2018-2019 ALTERNATE TRANSPORTATION REQUEST
(518) 392-1501

If you are requesting transportation to and/or from an alternate address (for either the purpose of childcare/other parental resident) for the 2018-2019 school year, please complete and return this form to the Superintendent's Office. All requests must be received by April 1, 2018.

A NEW FORM MUST BE COMPLETED EACH SCHOOL YEAR, EVEN IF YOUR ALTERNATE ARRANGEMENTS HAVE NOT CHANGED. The District cannot guarantee honoring requests made after April 1, 2018.

CHILD'S 911 HOME ADDRESS

911 ALTERNATE LOCATION ADDRESS

Alternate Location Contact Name

Alternate Location Contact Phone #

SCHEDULE OF TRANSPORT TO ALTERNATE LOCATION REQUESTED:

Please note an alternate request must follow a consistent schedule (e.g. every Monday and Wednesday.) Requests for unscheduled or random days cannot be accommodated. Circle below all that apply.

My child will attend school FROM the alternate home	Monday Tuesday Wednesday Thursday Friday <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
My child will go TO the alternate home after school	Monday Tuesday Wednesday Thursday Friday

NAME OF CHILD(REN) /GRADE IN 2018-2019

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**CHATHAM CENTRAL SCHOOL DISTRICT
2018-2019 ALTERNATE TRANSPORTATION REQUEST
(518) 392-1501
(Cont.)**

THIS FORM MUST BE COMPLETED AND RETURNED BY APRIL 1, 2018 TO:
Superintendent's Office, Chatham Central School District, 50 Woodbridge Ave., Chatham, NY
12037

Parent Name (printed) and Phone Number

Parent Signature/Date

Office Use Only: Regular Bus Route____ Alternate Bus Route____ Approval____ Date____

Note: Most current form also available on Transportation tab of District website.

APPENDIX G

Chatham Central School District FIELD TRIP REQUEST FORM

Step I: Completed by Applicant (Please complete at least **4 weeks** prior to trip)

- TRIP REQUESTED BY: _____
Class / Group: _____ Number in Group: _____
1. Date of Application _____ Date of Trip _____
 2. Destination: _____
 3. Type of Field Trip (check) _____ trip that is essential to the course of study
_____ trip where students need not participate in order to
benefit from the regular course of study
 - 3.1 How is the curriculum supported and what will students learn? _____

 4. Duration of trip (check): _____ day, _____ overnight, _____ foreign travel—length _____
 5. Name of contact: _____ Phone & Email: _____
 6. Chaperones: Ratio 1:7 met? Yes _____ No _____ (Explain) _____
Adults supervising group (list by name)
 - a. Teacher(s) _____
 - b. Other(s) _____
 - c. Explain _____
 7. Have all eligible students in the grade level or course been included in the proposal/request? (ex: self-contained students) Yes _____ No _____
(Explain) _____
 8. Arrangements: (answer Yes, No, or Explain)
 - a. **Medical concerns of participating students MUST be reviewed with school nurse. Date of consult: _____ School RN signature: _____**
 - b. Medical history of students must be reviewed with chaperones. Date of review _____
 - c. Have arrangements been made with all impacted staff members? _____
 - d. Have all problems of teacher schedules been worked out? _____
 - e. **Have permission slips been prepared and plans been made for their receipt prior to the trip? _____**
 - f. **Have all arrangements been made with the place to be visited? _____**
 - g. Are there any special education needs or supervision concerns? _____ If yes
explain: _____

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9. Expense per student: \$ _____ Total student expenses: \$ _____
a. Reason for expenses: _____

10. Will substitutes be needed? Yes ___ No ___ . If yes, how many? _____

11. Signature _____ of _____ Lead Teacher _____ Date: _____

12. Send to Building Principal.

Step II: Completed by Principal

1. Trip is initially approved: _____. Forward Transportation Request to Transportation Supervisor.
2. Trip is provisionally approved. Please resubmit with additional information regarding:

3. Trip is denied: _____. Inform teacher.

Step III: Completed by Transportation Supervisor

1. Transportation Request is approved and transportation costs are estimated.

Step IV: Principal's Final Approval

- | | |
|-------------------------------------|--------------|
| 1. Estimated Costs: | BUDGET CODE: |
| • Substitutes: _____ | _____ |
| • Transportation: _____ | _____ |
| • District Cost: _____ | _____ |
| • Student Cost: _____ | _____ |
| • Activity/Class Contribution _____ | _____ |
| • Total Cost _____ | _____ |
| (Trip and Transportation) | |

2. Approval Status – Principal:
 - a. _____ Approved _____ Disapproved _____ Date _____

_____, Principal

3. Send to Superintendent

Step V: Completed by Superintendent

1. Total Cost of Transportation and Trip: \$ _____

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2. Approval Status: _____ Approved _____ Disapproved Date: _____
_____, Superintendent
3. Send copy to Building Principal/Secretary for Processing Trip.

Step VI: Building Processes Trip:

- Transportation Request Disseminated
- Food Service Supervisor Informed
- Copy to Teacher
- Trip is Logged In
- Copy of Finalized Field Trip Request Form to Nurse

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• **APPENDIX H**

Charter Transportation Compliance Requirements

The following information will be completed by the Transportation Department prior to the Business Administrator booking with the charter bus carrier.

Date: _____ School: _____

Address: _____

District Person(s) Requesting Trip: _____

Name of Carrier _____ Point of Contact: _____

Address: _____

Phone Number: _____

To confirm the request of _____ buses, to _____

Date of trip: _____ from _____ Departure time: _____
Departure Site

The following information must be documented by the Transportation Department:

- A. Carrier contact person
- B. Copy of certification of compliance with New York State Department of Motor Vehicle's Article 19A and/or I.C.C. Regulations
- C. Copy of proof of insurance coverage including amount of liability coverage
- D. List of names and license abstracts for prospective drivers who may be assigned to the trip
- E. Review of driver Article 19A files
- F. Confirmation from the Bus Driver Certification Unit of the Department of Motor Vehicles that each prospective driver is 'school bus qualified' (fingerprinted and criminal history cleared) per Section 509 of the NYS Vehicle and Traffic Law
- G. Confirmation from the NYS Department of Transportation of the carrier's equipment and maintenance record

Charter Transportation Compliance Requirements (Cont.)

F. Written authorization for:

1. School district designee to perform pre-trip inspection of each bus on the day of the trip departure, and
2. School district representative to request that all drivers identify themselves by their C.D. L.

Note: The pre-trip visual inspection may include the state inspection sticker, tires, oil or grease leaks, and overall appearance of both interior and exterior of buses.

Approval or disapproval of information submitted will be given within five working days after it has been received by the District Transportation Department.

Carrier Certification of I.C.C. Compliance: _____ YES _____ NO

Carrier Certification of New York State Department of Motor Vehicle
19A, "School Bus Certified" compliance. _____ YES _____ NO

Carrier's Insurance: _____
Name/Address

Amount of Insurance Coverage: _____ Rating _____
(Must be "A" or "A-" Rated)

Carrier Authorization for District to conduct a pre-trip inspection
and driver identification through C.D.L.: _____ YES _____ NO

Name/License I.D. Number

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

I certify that the documentation is on file to support all data contained within this report.

Signature/Date

Transportation Guidelines

Dated: November 13, 2018

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To Be Completed By the District Transportation Office

Trip Number:

_____ DISAPPROVED

_____ APPROVED

_____ INCOMPLETE (See Below)

Signature/Date

Transportation Guidelines

Dated: November 13, 2018

APPENDIX I

Contract Bus Inspection Sheet

Date: _____ Destination: _____

Depart From: HS ____MS ____MED____ Other _____

Scheduled Departure Time: _____ Inspection Time: _____

Bus Operator _____

School Bus: _____ Field Trip: _____

Coach: _____ Sports Trip: _____

PRE-TRIP INSPECTION REPORT

Bus #:			
Plate			
Dot Expiration:			
Driver's Name			
Driver License:			
Interior / Lavatory:			
Wipers:			
Horn:			
Lights:			
Tires / Wear:			
General Condition:			
Notes:			

Inspected By: _____ Coach Inspection _____