


OFFICIAL USE ONLY:	
	AUG 10 2018
Dr. William Riker Superintendent	Effective Date

ADMINISTRATIVE REGULATION

810-AR. TRANSPORTATION

The following regulations shall govern the transportation of students in accordance with law and Board Policy 810 – Transportation. In addition to these regulations, students are subject to the Code of Student Conduct, which governs student conduct: (1) in school; (2) at school activities; (3) during the time spent in travel to and from school and school activities; and (4) at such other times as allowed by applicable law, including, but not limited to, conduct that may occur at home, on the internet, or at other places where the conduct affects or implicates school operations.

The primary objective of pupil transportation is to transport students between the school(s) to which they are assigned and their assigned, Board-approved school bus stop, unless Specialized Student Transportation or approved Alternate Student Transportation has been established more fully set forth herein. No student shall ride a bus to which they are not assigned without the expressed consent of the Principal and approval of Pupil Transportation.

Kindergarten Students

1. All kindergarten students must be accompanied at their school bus stop(s) by a parent/guardian, a parent-proxy (18 years of age or older) or a sibling of the student (12 years of age or older), who is known by the student (or photo identification will be required) and authorized in advance by the parent/guardian on Form 810-P.
2. If no person, as required above, is present at the school bus stop to receive a kindergarten student from the school bus, the bus driver shall contact the Pupil Transportation Office, who will then inform the student's school principal or designee that the student is being returned to school, or placed in the care of the School Police.
3. Parents/guardians are responsible for transportation arrangements for Kindergarten students who are returned to school.
4. Habitually unclaimed/undeliverable students may be referred to/transferred to the custody of the County Child Protective Services Agency.

Drop-off/Pick-up Guidelines

1. Drop-off/pick-up times are approximate. Students should be at their assigned school bus stop 10 minutes prior to their scheduled pick-up time and may be dropped off at their assigned school bus stop 15 minutes after their scheduled drop-off time.
2. Make sure the bus driver can see you, especially when in the area within 10-feet of the school bus, known as the "danger zone."
3. Stay off the road. Students should wait for the school bus in an area away from traffic.
4. Wait until the school bus stops completely and the red lights are flashing before approaching the school bus.

Specialized Student Transportation

1. All students assigned Specialized Student Transportation must be accompanied at their school bus stop(s) by a parent/guardian, a parent-proxy (18 years of age or older) or a sibling of the student (12 years of age or older), who is known by the student (or photo identification will be required) and authorized in advance by the parent/guardian on Form 810-P, unless waived by the parent/guardian and approved by the Special Education Department.
2. If no person, as required above, is present at the school bus stop to receive a student assigned Specialized Student Transportation from the school bus, the bus driver shall contact the Pupil Transportation Office, who will then inform the student's school principal or designee that the student is being returned to school, or placed in the care of the School Police.
3. Parents/guardians are responsible for transportation arrangements for students assigned Specialized Student Transportation who are returned to school.
4. Habitually unclaimed/undeliverable students may be referred to/transferred to the custody of the County Child Protective Services Agency.
5. If seatbelts are available on the vehicle used for Specialized Student Transportation the student must wear them.

Alternate Student Transportation (Daycare)

1. Alternate Student Transportation arrangements may be requested using Form 810-A.
2. Alternate Student Transportation arrangements shall be limited to Board-approved school bus stops within the attendance boundary of the student's assigned school, on a space-available, first-come, first-served basis.

Parents/guardians are responsible for communicating these regulations with daycare providers.

Audio and/or Video recording devices may be used on any East Stroudsburg Area School District vehicle in accordance with applicable law and Board Policy 826 – Audio and Video Recording.