



Franklin Township Public Schools



Parent Handbook - Transportation 2023-2024

<http://www.franklintwpschools.org/>

INTRODUCTION

This booklet will answer your most common questions. Please share this information with your child(ren) so they will remain safe while traveling to and from school, and to make sure our buses are on time for every child.

The information in this booklet reflects Township of Franklin Board of Education policies. They can be found [here](#) or by visiting the District website → BOE → Policies & Regulations.

Please make sure that the school office always has the most up to date phone number, address, and contact information. There may be times when you must be contacted with urgent/emergency information, or with changes to bus routes and stops.

BUS ROUTES/BUS STOPS

Riding to School: *Your child must be visible at their stop 10 minutes before the estimated pick-up time.* If a student is not visible, the driver will wait 2 minutes and continue to the school. Please be ready to board the bus so that we don't hold up traffic.

Riding Home from School: Children who attend Mary F. Janvier School will **NOT be dropped off alone.** If a responsible person is not present, the driver will **transport the child back to Janvier to the Just Kids After-School Program.** You will be notified to pick up the child there. A fee may be incurred from the Just Kids Program for this accommodation.

Bus Assignments:

You will be notified of your child's bus number, bus stop location and estimated times of pick-up and drop-off by the end of August. **Any bus stop change requests must be sent to the school office no later than August 15.** If approved, the change will be in effect for the start of school. Any changes received after August 15 will not go into effect until the third week of September.

Requests to ride another bus:

Requests for a student to ride home on another bus will not be considered unless for EMERGENCIES ONLY (not social purposes), since there may not be enough seats on the bus. Both the sending and receiving parent must send in a note for that day, and the Transportation Department must approve the request.

If your child has a caregiver or attends a daycare:

Your child can be picked up and dropped off at a daycare or caregiver's location, if the address is within the district's official area.

Complete and submit a Caregiver Application for each child. The application is a Google Form and can be found [here](#). Should you need a paper copy, please visit the Administration Office. The Transportation Department must receive the application at least five (5) business days in advance of the effective date.

If the daycare is closed on a day when schools are open, or if the caregiver is unavailable, a parent must meet the bus at the daycare/caregiver address, as that is where the bus will still stop for both AM and PM runs.

Shared Custody:

If your child alternates living with each parent, and if no school district is named, the "official" residence/district will be determined by where the student lives on the last school day before October 16 of that school year.

Busing for those who live within two miles of school:

Courtesy busing is available for some students who live within a two-mile radius of their attending school. The district covers the full cost of transportation, as it is not funded by the State; therefore, the Board of Education will decide which students qualify.

SAFETY

The safety of our students is our greatest concern, and guides the rules in this handbook. Those who do not follow these rules will be subject to disciplinary measures:

1. **Parents/guardians are responsible for their child's safety and behavior at the bus stop.** The school is not responsible for your child until he/she boards the bus.
2. Our drivers are not permitted to back up, or to pick up students in driveways, on dead-end streets, or streets with cul-de-sacs, unless Board approved for travel.
3. Backpacks with long strings and/or multiple ornaments are discouraged as they may get caught in seatbelts, fans and handrails, creating a safety hazard.
4. Oversized school projects, balloons, and/or large musical instruments, or oversized sports equipment should be transported separately.
5. **Drivers are not permitted to allow ANY unauthorized person on a school vehicle.**
6. When your child participates in class or athletic trips, notify the teacher/coach about any medical conditions that could be affected by a long ride.

STUDENT EXPECTATIONS

The following procedures encourage bus safety and appropriate student behavior:

Getting on and off the bus:

1. **Be visible at the bus stop 10 minutes before scheduled time, and wait quietly off the roadway.**
2. **Make sure you can be seen by the bus driver as he/she approaches or leaves a designated stop.**
3. Walk facing oncoming traffic or on a sidewalk, if available.
4. **DO NOT CROSS** the road until the bus comes to a complete stop, and the driver gives you the thumbs up signal.
5. If you must cross in front of the bus when getting off:
 - a. First, walk toward the shoulder of the road.
 - b. Then, walk in front of the bus and stop so that the driver can see any traffic coming behind the bus.
 - c. Look left, right and left again, then look to the driver for his/her thumbs up signal.
 - d. Look one more time and walk briskly across the street.

Behavior on the bus:

1. Take the assigned seat, and remain seated until the bus arrives at its destination.
2. Be courteous and show respect to the bus driver and their fellow passengers.
3. Seatbelts must be fastened.
4. Refrain from loud talking and other behavior which may distract the driver.
5. Do not deface the bus in any way. Report any damage to the driver immediately.
6. Students should take their own trash with them.
7. Double-check to make sure they have their phones, Chromebooks, etc.
8. Smoking, profanity, and violence are not permitted.
9. Students must keep their entire body inside the bus at all times.
10. No food or drink of any kind may be consumed on the bus.

Disciplinary Measures:

Students whose repeated actions cause safety and welfare concerns may be disciplined. The driver will submit written reports to the Transportation Supervisor, who will forward them to the school principal. The principal will then follow board procedures regarding disciplinary action which may require the parent to transport the child for a specified period of time.

DRIVER QUALIFICATIONS

All school bus drivers are required to possess a valid commercial driver's license and must meet all federal, state and local legal requirements, including criminal background checks and required drug and alcohol screening.

All drivers are required to complete continued training each school year. This includes instruction in addressing requirements for special needs students, and other topics required by state and district regulations. The Transportation Department also schedules regular safety and training meetings throughout the year to enhance professional standards for our district drivers.

BUS ACCIDENTS

1. In case of an accident, the school will make every attempt to contact the parents/guardians of all students who were on the bus at the time of the accident as soon as possible.
2. We understand your concern as the parent, but ask that you do not proceed to the scene unless we tell you that it's OK. We must keep it open and clear so that emergency personnel can do their jobs, and so we can keep track of every child.
3. All students will be taken immediately to the nearest hospital, if it appears that they need medical attention. An emergency room physician will examine the student before releasing them. In the morning, students released from the hospital will be taken to their schools if not picked up by their parents/guardians. In the afternoon, students who cannot be picked up by their parents/guardians will be taken home by the Transportation Department as soon as the entire busload is examined and released.
4. An administrator will go to the hospital as soon as possible after the accident occurs and will remain until the students are either picked up by a parent/guardian or placed on a bus to be taken to school or home.
5. If a hospital visit is not necessary, the school nurse and principal will go to the scene to examine students.
6. Under New Jersey's No-Fault Insurance Law, all medical expenses associated with a bus accident are to be submitted to the parent's personal auto insurance carrier. Coverage is provided under the No-Fault Insurance Law and is subject to the terms and conditions of your particular policy. In the event that parents/guardians do not have auto insurance, the parent's/guardian's medical insurance will be responsible for the costs, subject to any deductible and coinsurance. The district does not provide additional coverage.