

**South Orangetown**

**Central School District**

**K-12**

**Transportation Handbook**

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# TRANSPORTATION OFFICE

Hours of Operation: 7:30 A.M. – 4:30 P.M.

[Transportation@socsd.org](mailto:Transportation@socsd.org)  
<http://www.socsd.org/transportation>

845-680-1662  
845-680-1663

- Timeframe for returning calls and acknowledging e-mails should be within one business day. However, the two-weeks prior and after the start of school are the busiest for the department, we transport approximately 3,000 students. **Therefore, we request that e-mail be used for non-emergencies.**
- Stop changes will not be considered until after the first two-weeks of school.
- All phone calls to the transportation will be returned in the order in which they were received.

## SCHOOLS

Tappan Zee High School	845-680-1600
South Orangetown Middle School	845-680-1100
Cottage Lane Elementary School	845-680-1500
William O. Schaefer Elementary School	845-680-1300
Contact your school for the following: <ul style="list-style-type: none"><li>• Student to student issues</li><li>• Discipline issues</li></ul>	

## DISTRICT SCHOOL INFORMATION

- First day of school:
  - All grades will operate on a normal schedule **EXCEPT THE HIGH SCHOOL:**
    - 9<sup>TH</sup> grade orientation will be from 8:15 am to 10:15 am **NO BUS TRANSPORTATION WILL BE PROVIDED**
    - 10, 11, AND 12 GRADES will operate on a 2-Hour delay schedule, bus transportation will be provided two (2) hours after your normal pick-up time
- Bus Information will be mailed out to families, please allow extra time for delivery via bulk mail service.
- Bus passes MUST be presented to the driver.
- Please make sure your child's bus pass is safeguarded.

	<b>William O. Schaefer</b>	<b>Cottage Lane</b>	<b>Middle School</b>	<b>High School</b>
<b>Grades</b>	K, 1, 2	3, 4, 5	6, 7, 8	9,10,11,12
<b>School Start Time</b>	9:30 am	9:30 am	8:15 am	8:15 am
<b>School End Time</b>	3:30 pm	3:30 pm	3:00 pm	3:00 pm
<b>Parent Pick-up Time</b>	3:30 Main Playground Area  Early Pick-Up's no later than 2:45 PM	3:30 pm	3:00 pm	3:00 pm
<b>Parent or Designee <span style="border: 1px solid black; padding: 2px;">REQUIRED</span> to meet the Bus</b>	YES	NO	NO	NO
<b>Universal busing at centralized stops</b>	YES	YES	YES	NO Bus Services if within 1 ½ mile of HS, except designated Child-Safety Zones
<b>Walkers Permitted</b>	NO	YES w/permission	YES	YES
<b>Late Bus</b>	NO	NO	4:15pm T, W, TH	4:15pm M, T, W, TH

*\*specific bus pick-up and drop-off times will be provided in the summer mailing. These are estimated ranges, pick-up and drop-off times will vary during the first two-weeks of school as drivers and students become familiar with the routes and centralized stops. PLEASE BE AT THE STOP 10 MINUTES PRIOR TO SCHEDULED TIME TO ALLOW FOR VARIANCES IN DRIVING TIME.*

# **HOME TO SCHOOL ELIGIBILITY REQUIREMENTS**

Resident students of the South Orangetown Central School District are eligible for transportation under the following mileage limitations:

## **Transportation to SOCSO Public Schools**

**All Grades K-8 Students** are entitled to pupil transportation at centralized, reasonable pick-up locations determined by the Transportation Department, regardless of distance from their school (SOCSO Middle School, Cottage Lane, & William O. Schaefer).

**Grades 9-12–** are entitled to pupil transportation at centralized reasonable pick-up locations determined by the Transportation Department, if they reside greater than 1.5 miles from Tappan Zee High School.

### **Exceptions:**

- Child Safety Zones established by the District voters in accordance with state eligibility standards
- Students with IEP/approved classification requiring transportation.

## **Transportation to Non-Public Schools**

Students who attend a non-public school outside the school district are eligible for transportation providing:

1. Section 3635 of the NYS Education Law requires all non-city districts provide transportation for pupils enrolled in kindergarten through grades 8 who live more than two miles from the school they attend and for pupils enrolled in grades 9-12 who live more than three miles from the school they attend ***up to a distance of fifteen miles***. The distances in each case are measured by the nearest available routes from home to school. **This regulation pertains to transportation to non-public schools as well.**
2. In order to obtain transportation for their children, **parents must file requests with the district in which they live by April 1 of the preceding school year or within 30 days of moving to the district.**
3. Nonpublic school students bus stops will be assigned in the same manner as defined on page 6 for Public School students.
4. Routes will be established in the most efficient and economical manner.

### Transportation of Students to Out-of-District Placements

Students attending an out-of-district placements are eligible for transportation to their programs provided that:

1. The school is an **approved special education program**, as per the Assistant Superintendent for Pupil Personnel Services.

### Divorced Parents Sharing Custody

1. Students can only have a single residence for school purposes per the New York State Commissioner of Education.
2. School districts are not required to provide transportation or save seats on multiple buses in order to accommodate alternating parenting schedules.

## Alternate Site Day Care Transportation

**Alternate Site Day Care Transportation** is alternate busing service for students who require transportation to baby-sitters or daycare centers before and/or after school. This is permitted according to the following guidelines:

1. For the purposes of these guidelines, a before and/or after school child care location shall be defined as, a place other than the child's home, where care for less than 24 hours a day is provided on a regular basis for a child who attends school within the district. This shall include a variety of child care services such as; day care centers, family day care, and in-home care by non-relatives provided that these facilities are also located within the school district boundaries.
2. Alternate Site Transportation arrangements will route students to the nearest centralized bus stop for the respective bus route, they are not house stops and house stops will not be established solely for Alternate Site Transportation Request purposes.
3. All parents/guardians who wish to request alternate transportation must apply for the service in writing using the Alternate Site Request Form located under the transportation section of the school district's website.
4. **Students utilizing this service will not be picked up or dropped off at different points on varying days of the week, it must be the same location five days a week. Only one pickup/drop-off point will be assigned by the school transportation office.**

5. **The deadline for application for Alternate Site Transportation is July 15th for the first day of school.** Applications received after that day will not be put in place until the completion of the first two weeks of school. Any request for changes thereafter, upon receipt of the application, will be put in place within (3) school days.
6. Previous year’s child care arrangements do not carry over into the new school year, the **application process must be completed every year.**

## **Crossing Guards**

In an effort to provide greater safety for our students who walk to and from school, the Town has approved crossing guards at the following time and locations:

LOCATION	AM	PM
Cottage Lane & Erie Street	8:30-9:30	3:20 - 4:20
Orangeburg Rd. & Lester	7:30-8:30	3:00-4:00
Palisades Pkwy Exit (NW Entry)	7:30-8:30	3:00-4:00
Palisades Pkwy Entrance (NE Entry)	7:30-8:30	3:00-4:00
Orangeburg & Dutch Hill	7:30-8:30	3:00-4:00
TZHS and Devon Drive	7:30-8:30	3:00-4:00

## **Bus Stop Locations – Centralized**

- Centralized stops are created after balancing issues of safety, distances from home, routing efficiency, and total ride length for all students on board. Bus stop change requests should be submitted to the Coordinator of School Transportation and will be reviewed for safety, and equity for all riders. Bus drivers are not permitted to change or alter bus routes or stops without prior authorization from the SOCS D Transportation Department, with the exception of emergency road closures or hazards beyond their control.
- It is the parent’s responsibility to ensure that the student **arrives at the bus stop at least 10 minutes prior to the scheduled pick-up and drop-off times.** Pick up and drop off times are approximate and may vary due to unforeseen conditions such as traffic, weather, and road conditions. If your child is not ready at the designated pick-up time in the morning, it is the parent’s responsibility to arrange for alternate transportation to their respective school. **The Transportation Department cannot send the bus back or dispatch a second bus to pick-up your child.**

- Factors that affect the creation of stops:
  - School buses will not enter dead-end streets.
  - Buses will not enter a cul-de-sac, except when the distance exceeds one quarter mile from the entrance of the cul-de-sac or nearest central pick up location to the student's home.
  - Numbers of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, the presence of stop signs, speed limits, and bus turn-around requirements.
  - The maximum of 25 students at a stop will be acceptable only where there is adequate waiting space away from heavy traffic areas. Approximately 10 to 15 students will be the usual number scheduled for pickup at any one point.
  - Public Roads: Transportation will be provided on side roads that are maintained by town highway departments unless the lack of maintenance makes it unsafe for drivers and students to be traversing these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow and mud.
  - **Private Roads: Transportation will not be provided on roads that have not been dedicated and/or maintained by town, county, and/or state highway departments.**

## **What determines a Safe Bus Stop?**

- A safe bus stop is one where the bus driver has a good line of sight (both forward and back.)
- A safe bus stop is also one where other motorist can see the bus stopped in time to react appropriately.
- A safe bus stop is one that ensures the safety of ALL the students utilizing the stop, the students on board the bus, the bus driver, and other motorists on the roadway.
- A safe bus stop must provide students a minimum of 10 feet in front of the bus to cross the street at the direction of the driver, once all traffic has stopped for the students exiting the bus.
- A safe bus stop is our top priority for students, please follow the procedures below if you require a bus stop safety evaluation.

## **Requesting a Bus Stop Evaluation**

- To review NY State bus stop rules, please visit the NY State Pupil Transportation website regarding safe bus stops [http://www.p12.nysed.gov/schoolbus/Parents/htm/school\\_bus\\_stops.html](http://www.p12.nysed.gov/schoolbus/Parents/htm/school_bus_stops.html)
- Prior to completing a Bus Stop Safety Evaluation Request, please review what constitutes a safe stop. Remember the District utilizes centralized stops that have been reviewed extensively and are considered safe. The request form is always available under the transportation section of the SOCSO website.
- Upon completing and submitting the form, the transportation department will acknowledge its receipt. **Bus stop safety evaluations will not take place during the first two weeks of the school year.**



## Parent's Responsibilities:

- To ensure the student arrives at the bus stop at least **10 minutes prior** to the scheduled pick-up and drop-off times.
- Accompany children in grades K-2 to and from the bus stop, or elect a bus stop designee via a WOS Bus Designee Form available year round on the transportation section of the SOCSO web site.
- **Transport large items to school such as, but not limited to: instruments, athletic equipment, etc. that cannot fit on your child's lap since large items pose a safety hazard;**
- Teach correct behavior on the bus:
  - always use a seat belt
  - remain in your seat at all times, especially when the bus is in motion
  - keep the aisles clear
  - no fighting, yelling or throwing objects

### **A NOTE TO PARENTS**

Please contact the School Principal if your child experiences a problem with another student while riding aboard our buses. Also, please notify us if anyone is observed in our school bus operation acting in an unsafe manner. Thank you for your continuing cooperation and assistance.

#### **Important**

- ☎ So that we might reach you if we need to, **please make certain we have current emergency numbers**, including accurate phone numbers to reach you at work, as well as alternate emergency phone numbers for relatives and/or neighbors.

## Riding the Bus is a Privilege!

- **Students should arrive at the bus stop at least ten minutes ahead of the scheduled pickup time.**
- Line up at the stop, do not push or shove, and wait for the bus to come to a full stop before approaching it.
- Never throw snowballs or other objects at or around the bus.
- Don't fight with, tease, or bully other students at the bus stop, or while riding the bus.
- During the winter months students, should never wait for the bus on snow piles. Students may slip under the wheels of the bus or another vehicle.
- **The school bus is like an extension of the classroom and all school rules apply. Be courteous, use proper language, speak quietly, and do not be destructive.**



- **In the interest of safety, students must cooperate with the driver at all times. If necessary, the bus driver may assign seats. Students may be denied the privilege of riding the bus as a result of unacceptable behavior.**
- Stay in your seats. Do not change seats while the bus is in motion.
- Open windows only with the bus driver's permission.
- Do not block the aisle with your feet or other objects.
- Do not distract the driver. Do not talk to the driver unless it is absolutely necessary or in cases of an emergency.
- Do not eat, drink, or chew gum on the bus. Help keep the bus clean.
- Do not throw papers, etc., on the floor or out the windows. There is no smoking, use of tobacco, alcohol, or drugs of any kind on the school bus.
- Keep your hands, feet, arms, and head inside the bus.
- Emergency equipment and exits must not be touched unless they are needed.
- **No objects may be carried on the bus which interfere with passenger safety and comfort. All items that are brought on the bus must be carried on the student's lap in a standard sized backpack. Examples of prohibited items include, but are not limited to: glass objects of any kind, pets, reptiles, or other caged animals, skis, ski poles, lacrosse sticks, baseball bats, skateboards, hand tools or power tools, chemicals of any nature, large musical instruments, (e.g. baritones, tubas, saxophone, baritone sax, string bass, timpani, bass drum) or any other object that would cause injury or is not related to instruction.**
- Anyone who damages school property will be required to pay for damages.
- Students may only ride to/from an assigned bus stop. The bus driver will only make stops that are authorized on their route sheets.
- Students who miss the bus at school should go into the school office and tell someone in authority. Parents will need to make other arrangements. Due to scheduling conflicts, the bus cannot return to the school.
- K-2 must be met by an approved guardian.
- Seat belts are encouraged to be worn, please encourage your child to do so.
- **When crossing in front of the bus, be aware of the Danger Zones and always cross 10 feet in front of the bus ONLY AT THE DIRECTION OF THE BUS DRIVER. The diagram on the following page illustrates the *10 Foot Crossing Rule* and the *Bus Danger Zones*. Please review this with your child/children.**





**If you observe unsafe driving practices call the  
Transportation Office at  
845-680-1662/1663  
The time, location and bus number is essential!**

## School Specific Information



### ***William O. Schaefer (K-2)***

Please reinforce with your child that they must remain in their seats when the bus arrives at school. They need to listen carefully to the bus driver for instruction when to exit the bus. Buses are unloaded at the building two at a time upon instruction of the building staff.

All William O. Schaefer students will receive a bus pass prior to the start of school. When boarding the bus at the school, each student will be required to present their ID card to the driver

Please remember there needs to be someone to meet your kindergarteners, first graders, and second graders at the afternoon bus stop (including early dismissals). They should be at the stop at least 10 minutes prior to the scheduled arrival time. **Parents should submit to the transportation office a list of up to 4 named designees who may receive their child in the event the parent is unable to be at the bus stop. Designees must be prepared to provide a government issued photo identification. This form is available on the SOCS D Web Site under the Transportation Department section.**

**If a parent, sibling or a parent approved designee is not present to meet your child at the designated bus stop, your child will be returned to the William O. Schaefer School on Lester Drive in Tappan. The school will call the parent and/or the emergency phone numbers to arrange for a pick up at school.**

***However, we strongly urge parents, sibling or their adult designee to be at the bus stop at least 10 minutes prior to the scheduled arrival time each day, as buses can run earlier than anticipated due to unforeseen circumstances along the bus route, including but not limited to road closures that would require students to be dropped off out of order.***

At the William O. Schaefer School, parent/guardian drop off will occur at the main entrance in the front of the building beginning at 9:15AM. Please drop your student off at the entrance/exit of the front semi-circular driveway. There will be staff members present to help direct students into the building. Please stay out of the circular drive between 8:45 AM – 9:30 AM, and 2:50 PM – 4:00 PM. **WOS cannot accommodate student arrivals prior to 9:15AM.**

Please send a note with your child in the morning advising the school that you will be picking up your child so the teacher will know beforehand that your child should not get on the bus that afternoon. Your child should always know the plan, unless, of course, an emergency arises.

### ***Cottage Lane (3-5)***

All Cottage Lane students will receive a bus pass prior to the start of school. When boarding the bus at the school, each student will be required to present their ID card to the driver.

When buses are unloading children at the school, between 9:00-9:25 a.m. cars are not permitted to enter the Bus Lane. Students being dropped off by car are to be dropped off from the car lane and utilize the cross walk between the car lane and bus lane. Personal vehicles that have dropped off students will then drive through the CAR ONLY lane in the parking lot and proceed out to Western Highway. There will be a staff member on duty providing directions. **DO NOT** pass a bus when its red lights are flashing and the stop sign is out in the bus lane.

**\*\*\*Please note: Pick up and drop off of walkers is no longer permitted at the Greenbush Academy Building on Western Highway for safety reasons, parking in this location is for SOCS D faculty and staff only.\*\*\***

**Students will be released from the bus at the afternoon bus stop even if an adult is not present. Children are not returned to school. It is important that parents make alternate plans if they will not be home when the bus arrives.**

If you plan to pick up your child at dismissal, please send a note with your child in the morning advising the school so the teacher will know beforehand that your child should not get on the bus that afternoon. Your child should always know the plan, unless of course, an emergency arises.

### ***South Orangetown Middle School (6-8)***

All South Orangetown Middle School students will receive a bus pass prior to the start of school. When boarding the bus at the school, each student will be required to present their ID card to the driver.

### ***Tappan Zee High School (9-12)***

All eligible Tappan Zee High School students will receive a bus pass prior to the start of school. When boarding the bus at the school, each student will be required to present their ID card to the driver. If a student does not have a pass, the student may be denied transportation.



## **STUDENT DISCIPLINE**

School bus safety is paramount. Students who violate the School Bus Safety Rules will be written up by the driver. The principal will be notified and the student may have their school bus privileges suspended. Because we seek to assure uniform treatment of our

students, the following Schedule of Disciplinary Actions will be followed throughout the District by the building administration:

- 1<sup>st</sup> Violation - Parent notified of violation.
- 2<sup>nd</sup> Violation- Parent notified, conference via phone or in person with parent, pupil, and Principal.
- 3<sup>rd</sup> Violation-Parent notified, bus privileges suspended for up to five (5) school days.
- 4<sup>th</sup> Violation-Parent notified, bus privileges suspended for up to ten (10) school days.
- 5<sup>th</sup> Violation-Parent notified, bus privileges suspended for up to twenty (20) school days.
- 6<sup>th</sup> Violation-Parent notified, bus privileges revoked for remainder of the school year.

**NOTE:** If a violation, even the first, constitutes a serious danger to any individual, then a conference shall be required as outlined under 2<sup>nd</sup> Violation above, and bus privileges may be suspended immediately for a minimum of five (5) days.

### **Video Cameras:**

In accordance with Board Policy 8210.1, video cameras may be used on school buses. Video may be used to monitor, support, and further document reports of incidents on a school bus. Viewing of a video will be permitted at the student's primary school, transportation office or at the central administration offices.

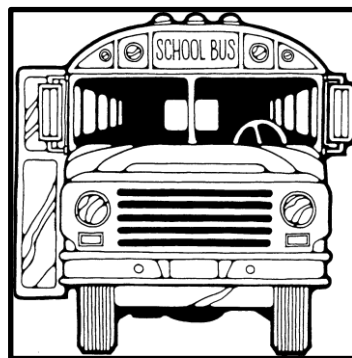
*It is extremely important for all parents and students to note that students will be held accountable to the **Code of Conduct** in effect at the school which they are attending. This pertains to **any** South Orangetown student whether attending a school in the district **or** out of the district*

## **EMERGENCY BUS DRILLS**

The South Orangetown Central School District annually complies with Section 156.3 (H) of the Commissioner's Regulations which requires that a minimum of three (3) emergency drills be held on each bus during the school year. The Commissioner's instructions specify that the first drill is to be conducted during the FIRST SEVEN DAYS OF SCHOOL, the second drill is to be performed between November 1<sup>st</sup> and December 31<sup>st</sup>. The final drill must be performed between March 1<sup>st</sup> and April 30<sup>th</sup>.

The Emergency Bus Drills include practice and instruction in the location, use and operation of the emergency door, fire extinguisher(s), first aid, and windows, as a means of escape in case of fire or accident.

Care is exercised to avoid delay of buses during times of drill activities. The provisions for emergency bus drills are clearly outlined by law. The drills must be conducted within the time limits and scope as prescribed by the State Education Department.



**When accidents happen, there is often confusion.**

- **Stay Calm**
- **Think**
- **Act Grown Up**
- **Help Others**

## **EMERGENCY SCHOOL CLOSINGS**

The District's primary concern at all times is the safety and welfare of the children. Sometimes it is necessary to close schools or delay opening of school due to unforeseen circumstances. **When weather conditions are adverse, parents will be contacted via the schools automated messaging system, and the school district web site. Please do not call the transportation office for details, as the phone lines should remain open for emergency communications with the bus providers and district buildings.**

When transportation is provided on days of extreme cold, ice, heavy rain and/or snow, delays should be expected. Drivers are repeatedly instructed to drive at a speed commensurate with the prevailing road and/or weather conditions. Also, the number of mechanical problems may increase when the weather is cold and/or wet.

**Schools may be closed at the discretion of the Superintendent of Schools.** If the closing occurs before the start of the day, families will be informed at approximately 5:30 A.M. whenever possible. Predicted timing of the weather event can affect the timing of notification to families, radio and television outlets. When weather conditions are threatening, please consult the school district website, and or listen to radio and television stations for school closing information. If schools are closed during the school day, the YMCA after school care will be cancelled at William O. Schaefer and Cottage Lane Elementary for the afternoon.

**Alternate Site Child Care transportation arrangements will be honored in the event of an emergency dismissal from school at the discretion of the Superintendent or their designee, so long as we are not notified that the program is closing.** Please make sure that you have a bus designee assigned for William O. Schaefer students to meet your child at their bus stop for emergency dismissals, as the school may not have the staff resources required to receive any students returned to the school. Cottage Lane Elementary School students can exit buses at their stop without an adult, therefore they should be prepared for the eventuality of arriving home earlier than expected.

**Notifications for closings, delays and early dismissals are sent to staff and families via SchoolMessenger phone, text, and/or email messages. Notifications will also be added to the SOCS D Website**

**Alerts are also posted on the District website ([www.socsd.org](http://www.socsd.org)), Facebook (@southorangetowncsd), and Twitter (@southorangetown) feeds, and submitted to the following media outlets:**

**Radio: WHUD/100.7 FM, WRCR/1700 AM, and WCBS/880 AM TV: News12**