

## Bus Safety

In order to ensure the safe transportation of the students of the Manalapan-Englishtown Regional School District, we ask that all children conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Video and/or monitoring devices are used on all school owned vehicles and student(s) may be monitored at any time.

In the event that a student does not act properly on a bus, the driver will report these instances to the building administration and appropriate action will be taken.

Students with repeated disciplinary problems may have their riding privileges suspended pursuant to existing administrative policy and procedures. In such cases, the parents/guardians of the students involved become responsible for transporting their children. Students suspended from bus transportation are expected to attend regular classes each day as required by State Law.

For your student's safety we require that students get on and off at their assigned stop. Emergency situations that may require a temporary change **must** be cleared with the school administration by the student's parent/guardian.

## Parent/Guardian Guidelines

The following information is offered in order to assist you in our joint effort to provide a pleasant and safe ride for your children.

A. Please reinforce bus safety regulations with your child emphasizing the necessity of everyone's cooperation in order to ensure safe transportation.

## Parent/Guardian Guidelines

B. As per Board Policy, only one seat on one bus route is reserved for each child going to and from school. No exceptions will be made. If a student is to be dropped off at a babysitter, the babysitter must be on a route assigned to the child's school and arrangements must be made for 5 consecutive days. The childcare request form can be located on the district website [www.mersnj.us](http://www.mersnj.us) under registration.

C. Our PK-1<sup>st</sup> grade students must have a parent or guardian at their assigned bus stop. If no one is present the bus driver will continue on their route and return your child to their assigned school. Parents who wish to routinely pick up their child at the assigned stop must make alternative plans when not able to be present. In an **emergency only, a parent should advise the school** if a request is being made not to place a child on the bus because the parent will pick up the child at school.

D. Please do not ask your child to wait in the office for you and not board the bus at dismissal time unless you have verified this with the building administrator.

E. Please do not park your car in a bus stop or block bus traffic at the schools during loading or unloading of students. Please obey all posted signs at each school building regarding parking and times.

F. **Remember to stop when approaching a school bus if the flashing red lights are on. It is a violation of traffic laws to pass a school bus when the red lights are flashing.**

G. If your child is encountering problems on the bus, please contact the school administration or the transportation office.

H. Drivers are **not** allowed to permit parents on the bus at any time unless authorized to do so by Administration. **Any parent who boards the bus uninvited will have their child's transportation suspended for the remainder of the school year.**

## Student Guidelines

The following rules **MUST** be enforced for the safety of all students on the bus:

- Always be on time for the bus. This means that you should be at the bus stop **10 minutes prior** to the scheduled pick-up time.
- Use care in approaching your bus stop. Walk on the sidewalks, not in the road.
- Wait in line in an orderly fashion until the bus comes to a complete stop. Avoid crowding around the bus.
- Anything (**instruments included**) that does not fit comfortably on your lap can not be permitted on the bus. Do not place any items in the aisle.
- Do not wear backpacks while boarding, riding or leaving the bus, **do not carry luggage like backpacks.**
- Go to your assigned seat on the bus without disturbing others.
- **Cell phones are not permitted on buses. Please place cell phones in your backpack prior to boarding the bus.**
- You must wear the seatbelt provided. State law requires seatbelts be worn in any vehicle.
- Remain seated during the entire bus ride even if the bus has come to a stop. The only exception is boarding and exiting the bus.
- Do not fight, push, trip, inflict physical harm to others, spit or use profanity.
- Do not throw objects on the bus or out of the bus windows.
- Always obey the driver promptly and respectfully.
- Do not distract the driver's attention with yelling, loud talking, and general misbehavior.
- Always keep head, arms and hands inside the bus.
- Do not bring food, drinks, candy, or gum on the bus.
- Do not sell or buy items of any kind on the bus.
- Respect public and private property on the bus and at bus stops.
- When leaving the bus, cross the road only after the bus driver has signaled that it is safe to do so.
- Go directly home after leaving the bus.

## Administrative Procedures for the Reinforcement of Bus Safety Regulations

The safety of one or all of our students should not be compromised due to the actions of another student. The consequences listed on this page were designed to help prevent and correct unsafe behaviors.

### **First Occurrence:**

- A. Driver cautions student regarding infraction and takes initial corrective measures such as a change in seating.

### **Second Occurrence:**

- B. Driver completes bus conduct report and submits it to the building administrator.  
C. Building administrator conferences with student and contacts the parents/guardian if necessary.

### **Third Occurrence:**

- A. Driver completes bus conduct report and submits it to the building administrator.  
B. Building administrator conferences with student and contacts the parents/guardian. Detention may be assigned.

### **Fourth Occurrence:**

- A. Driver completes bus conduct report and submits it to the building administrator.  
B. Student is suspended from bus or is assigned detention. The specific consequence and length of time will be determined by the severity of the misconduct.

### **Further Occurrence:**

Bus suspension and/or other consequences will be determined by the administration.

### **PLEASE NOTE:**

- The severity of the misconduct may cause an administrator to accelerate the above process or take other necessary action.
- Restitution for any property damages caused by a student will be the responsibility of the parent/guardian.

## **If you have any questions about transportation please call:**

**Transportation:  
(732) 786-2640**

**Or**

**Manalapan-Englishtown Middle School  
(732) 786-2650**

**Wemrock Brook School  
(732) 786-2600**

**Pine Brook School  
(732) 786-2800**

**Lafayette Mills School  
(732) 786-2700**

**Milford Brook School  
(732) 786-2780**

**Taylor Mills School  
(732) 786-2760**

**Clark Mills School  
(732) 786-2720**

**Early Learning Center  
(732) 786-2830**

## **Manalapan-Englishtown Regional Schools**

### **Bus Safety Rules & Regulations**



**Please review with your  
children prior to the start of  
the school year.**