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Director of Special Education and Pupil Personnel
Transportation Coordinator & McKinney-Vento Liaison

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**Region 16 Transportation Letter & Rules of the Road
2020-2021**

Dear Region 16 Parents/Guardians,

Transporting your children to and from school in a safe, efficient, and timely manner is our utmost goal. Accomplishing this goal requires the combined efforts of many - Region 16 staff, the drivers, and staff from both the Beacon Falls and Prospect terminals of All-Star Transportation, the students, and you, the parents. It is our responsibility under Connecticut State Law to inform all students of the rules and policies regulating school bus transportation and safety. We put a great deal of time and effort into organizing and planning pick-up and drop-off routes. **In order to transport your child safely, it is important that you and your child read and adhere to the following.**

- All students who are provided with bus transportation in Region 16 are expected to conduct themselves in an orderly manner both at the bus stop and while riding the bus.
- Our buses are equipped with two cameras, one in the back of the bus, and one in the front. This should prevent any questions about student behavior as we will be able to view the films to verify any situations which may occur. Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act.
- Students who do not adhere to the rules indicated in the current Region 16 Parent/Student Handbook will be subject to bus suspension from their individual schools. This suspension will be determined at the school level and is determined by the offense and the number of referrals.
- For emergency purposes, please make sure the school has your updated home address home and mobile numbers and information for your emergency contacts who are aware of their status as your child's emergency contact and will be able to act on your behalf and/or reach you if we cannot.
- Transportation is provided for the educational, medical, and childcare needs of your child and your child's route must remain within Beacon Falls and/or Prospect and be consistent throughout the school year.
- We cannot accommodate every student's individual home address as a bus stop and we ask that you do not call either the bus terminal or the District Office requesting new stops be added. **If you have a major concern about the safety of a bus stop or the lack thereof, please contact the bus company directly** and they will drive to the site in question to assess the situation to see if a change is warranted. They in turn will notify the Transportation Coordinator. **Their telephone numbers are 203-758-5989 for Prospect and Special Education transportation or 203-888-8816 for Beacon Falls transportation.**
- All students should be at their bus stop at least ten minutes before their pick-up time even if the pick-up is at your house. Children should not wait inside. This will assist in students not missing the bus and will allow the rest of the students to be picked up in a timely manner.
- Should your child's daily route require a **consistent, on-going change** we require that you notify us **at least five (5) school days prior to the start of the change.**

Your help and support are greatly appreciated!

Sincerely,

Shelly McNulty, MSW, MS, LCSW

Director of Special Education & Pupil Services,
Transportation Coordinator & McKinney-Vento Liaison

(Please review the attached Rules of the Road below)

RULES OF THE ROAD FOR REGION 16 STUDENTS

Bus routes and stops are planned and established by the transportation contractor and Regional School District 16. Safety, economy, efficiency, and the allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Our bus routes are determined by the information that parents have provided to the schools. We understand there are times that a student's stop may need to be changed due to a move or childcare arrangement. While we will try to accommodate any request for changes as quickly as possible, please allow at least five (5) school days for permanent changes to be made for a student's bus stop.

All children who are provided with bus transportation in Region 16 are expected to conduct themselves in an orderly manner both at the bus stop and while on the bus. The bus driver is the authority of the children while they are riding on the buses. The following rules shall apply to student conduct on school transportation.

COVID-19 PRECAUTIONS

- All Vehicles will be cleaned and sanitized in the AM and in the PM.
- All students must wear masks on Region 16 transportation.
- Buses will run at 70% of the total capacity.
- Siblings will be asked to sit together.
- Students will be assigned to seats according to their pick up/drop off by the bus driver as needed.

WAITING FOR THE BUS

- Passengers should be out at the bus stop at least ten minutes before their bus pick up time.

ON THE BUS

- Students must ride the bus to which they are assigned.
- Passengers shall follow the driver's directions at all times and be courteous and respectful toward the driver.
- Passengers shall board and leave the bus in an orderly manner at their designated bus stop.
- The bus drivers are responsible for the safety of all passengers. Distractions of any kind will not be tolerated.
- Passengers shall keep book bags, backpacks, books, instrument cases, feet, and other objects out of the bus aisle.
- Passengers shall not destroy or deface seats or any type of bus equipment. The student and/or their parent(s)/guardian(s) will be financially responsible for repairs.
- Passengers shall not extend their head, hands, arms, feet, or legs out of the window, hold any object out of the window or throw objects within or out of the bus.
- Passengers shall not smoke or use any form of tobacco or vaping device.
- Passengers shall not eat food, chew gum, or drink beverages on the bus.
- Unruly conduct, including the use of obscene/abusive language and making obscene gestures, will subject the passenger to disciplinary action.
- Verbally harassing or abusing other students on the bus is strictly forbidden.
- Fighting, kicking, pushing, or participating in any physical contact with other passengers or the bus driver is strictly forbidden.
- Bullying of any kind is strictly forbidden.
- Conversations between students should be kept at a normal volume. Yelling and screaming of any kind will not be allowed and will not be tolerated.
- Under no circumstances should students use their phones to take pictures or videos of anything on the bus.

DEPARTING THE BUS

- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

Students are assigned to a regular bus and regular bus stop. For your child's safety and well-being, this arrangement should not be changed or modified.

If an emergency arises, a change of bus WILL NOT be granted without a note signed by a parent/guardian. The note must be handed to the homeroom teacher or main office secretary **at the beginning of the school day**. Please indicate the number of the bus your student currently rides and the number of the bus you are requesting your student to ride, along with the address your child should be going to. Failure to provide a note for a change of bus will prevent the request from being granted. **Phone requests for a change in the bus will be limited to emergency situations only. Emergency changes must be approved and arranged by either your child's School Administrator or the Region 16 Bus Coordinator. The Region 16 Bus Coordinator is Ms. Shelly McNulty, Region 16 District Office, 30 Coer Road, Prospect CT 06712, the phone is 203-758-6671. Email: smcnulty@region16ct.org.**