



Shelly McNulty, MSW, MS, LCSW
Director of Special Education and Pupil Personnel

Dear Region 16 Parents/Guardians,

Our major goal in Region 16 is to transport students with the utmost of safety. As we begin another school year, it is extremely important that we make everyone aware of our concern for school bus safety. 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. For emergency purposes, please make sure the school has your updated home and cell numbers.

It is our responsibility under Connecticut State Law to inform all students of the rules and policies regulating school bus transportation and safety. We ask parents to please emphasize to their child the importance of school bus safety. An understanding of the rules and policies will help to prevent accidents from occurring.

Region 16's transportation provider is All-Star Transportation. A lot of time and effort is put into organizing and planning pick-ups and drop-offs. Please note, your child's home address is assumed as the pick-up and drop off point for your child, regardless of changes made last school year. **If there is another address, such as a babysitter or daycare, where your child will be picked up or dropped off you must notify All-Star transportation at the appropriate number shown below no later than the second Friday in August, all pickup and dropoff locations must be in the district and must remain consistent for the duration of the school year. Any requests after this date will not be considered until after the first week of school.**

Please realize we cannot accommodate every student's individual home address as a bus stop and we ask that you do not call requesting new stops. If you have a major concern about a bus stop, please contact the bus company and they will drive to the site in question to assess the situation to see if a change is warranted. The telephone numbers are 203-758-5989 for Prospect concerns or 203-888-8816 for Beacon Falls concerns.

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.

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.

If for some reason a student needs to ride a different bus on a certain day, a note signed by his/her parent or guardian must be handed in to their homeroom teacher or main office secretary at the beginning of the school day. This note must state the number of the bus they currently ride, and the number of the bus they are requesting to take. Failure to do this will prevent the request from being granted. Phone requests should be limited to emergency situations only.

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.

Please review the attached Rules of the Road with your child. If we all work together as a team, we can have the best school bus safety year ever.

Thank you for your help and support.

Sincerely,
Shelly McNulty, MSW, MS, LCSW
Regional School District #16 Bus Coordinator
(Please review the attached Rules of the Road)

30 Coer Road, Prospect CT 06712 • phone (203) 758-6671 • fax (203) 758-5797

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RULES OF THE ROAD FOR REGIONAL SCHOOL DISTRICT 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 7 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 has complete charge of the children while they are riding on the buses. Passengers should be out at the bus stop at least ten minutes before their bus pick up time. The following rules shall apply to student conduct on school transportation.

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.**

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times and be courteous and respectful toward the driver.
2. Passengers shall board and leave the bus in an orderly manner at their designated bus stop.
3. The bus drivers are responsible for the safety of all passengers. Distractions of any kind will not be tolerated.
4. Passengers shall not stand or move from seat to seat while the bus is in motion.
5. Passengers shall keep book bags, backpacks, books, instrument cases, feet, and other objects out of the bus aisle.
6. Passengers shall not destroy or deface seats or any type of bus equipment. The student and/or their parent(s)/guardians(s) will be financially responsible for repairs.
7. Passengers shall not extend 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.
8. Passengers shall not smoke or use any form of tobacco.
9. Passengers shall not eat food, chew gum or drink beverages on the bus.
10. Unruly conduct, including the use of obscene/abusive language and making obscene gestures, will subject the passenger to disciplinary action.
11. Verbally harassing or abusing other students on the bus is strictly forbidden.
12. Fighting, kicking, pushing or participating in any physical contact with other passengers or the bus driver is strictly forbidden.
13. Bullying of any kind is strictly forbidden.
14. Conversations between students should be kept at a normal volume. Yelling and screaming of any kind is not allowed and will not be tolerated.
15. Under no circumstances should students use their phone to take pictures or videos of anything on the bus.
16. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
17. Students must ride the bus to which they are assigned.

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