

**Face Coverings are Required to  
be Worn on All School Vehicles  
at All Times**

**The Middle Seat on the 3-Seat  
Side of the Bus Must Remain  
Empty**

**The Aisle Seat on the 2-Seat  
Side of the Bus Must Remain  
Empty**

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## HILLSIDE PUBLIC SCHOOLS

*Matthew Leonardis*  
*Transportation/Food Service Coordinator*

*Mr. A. Robert Gregory*  
*Acting Superintendent of Schools*

*Phone: 908-352-7661 ext. 6153*  
*Fax: 908-352-7810*  
*Email: [MLleonardis@hillsidek12.org](mailto:MLleonardis@hillsidek12.org)*

The 2020-2021 school year for the Kenilworth Choice School Program starts on Wednesday September 9, 2020. All students riding the bus are asked to arrive 10 minutes prior to the bus departure time at Hillside High School (there are no late buses). Your child's daily transportation schedule is as follows:

7:20AM the School Bus leaves Hillside High School for the Kenilworth Choice School Program. The bus stop is located on Livingston Road in front of the Hillside High School gym doors.

12:00PM the School Buses will pick up students enrolled in the Kenilworth Choice School Program and return the students to Hillside High School. The bus will drop the students off on Livingston Road in front of the Hillside High School gym doors.

Please Note: If the Hillside Schools are closed or have a delayed opening due to inclement weather, the bus will follow the Kenilworth Choice School Program School schedule.

If the Kenilworth Choice School Program is closed or has a delayed opening due to inclement weather, the bus will follow the Kenilworth Choice School Program School schedule. If the Kenilworth Choice School Program has a delayed opening, the bus departure time will be adjusted accordingly. For example, the bus will leave 8:20AM for a 1-hour delayed opening, 8:50AM for a 90-minute delayed opening and 9:20AM for a 2-hour delayed opening.

The procedure for early closing will be addressed by the Kenilworth Choice School Program.

If you have any questions, please give me a call. My number is listed above.

Thank you.



## HILLSIDE PUBLIC SCHOOLS

*Matthew Leonardis*  
*Transportation/Food Service Coordinator*

*Mr. A. Robert Gregory*  
*Acting Superintendent of Schools*

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*Email: [MLleonardis@hillsidek12.org](mailto:MLleonardis@hillsidek12.org)*

August 13, 2020

Dear Parents/Guardians:

On occasion in the morning one or both Choice School Kenilworth Buses may run late in getting to the HHS bus stop.

When this occurs, every effort will be made to keep you updated through notification by a staff member who is on site at Hillside High School.

If you do not see an HHS staff member providing an update, please call 908-352-7664 ext. 8400 so that an update can be provided to you.

Thank you,

A handwritten signature in black ink, appearing to read "Matthew", followed by a long, sweeping horizontal line that extends to the right.

Matthew Leonardis

# HILLSIDE TRANSPORTATION GUIDE

## RULES and REGULATIONS

The following rules and regulations have been developed to insure the safest, most enjoyable, an efficient transportation for all passengers. This list of Rules and Regulations obviously does not encompass ever possible infraction that may result in disciplinary actions or suspension of riding privileges.

TO AID IN THE ENFORCEMENT OF RULES, HILLSIDE BOE WILL USE VIDEO SURVEILLANCE EQUIPMENT ON THE BUSES AT RANDOM.

## PRIOR TO BOARDING THE SCHOOL BUS. EACH PASSENGER SHALL:

1. Arrive at their designated stop 10 minutes early.
2. Stay out of the road and do not loiter on or damage or destroy surrounding property while waiting for the bus.
3. Refrain from horseplay activities, such as throwing snowballs and other objects or hitting or kicking others.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Walk toward the bus – do not run in an effort to be the first to board the bus. Board one at a time in single file.
6. Always watch for oncoming traffic before crossing the street. Maintain eye contact with the driver and cross only after receiving a hand signal from the driver.

## WHILE RIDING THE SCHOOL BUS. EACH PASSENGER SHALL:

1. Walk onto the bus one at a time and sit down quietly.
2. Obey the school bus driver and do not do anything which will take the driver's attention away from their driving.
3. Place books and instruments at their bus seat.
4. Sit facing forward with their feet on the floor in front of them at all times.
5. Not put any part of their body out of the window or throw anything out of the window.
6. Report any damage to the bus to the bus driver at once.

The following activities ARE NOT PERMITTED and will result in a one (1) to ten (10) day minimum suspension of riding privileges on the first offense. (No Warning Required):

1. Throwing any object out of the bus.
  2. Eating, chewing gum or drinking.
  3. Lighting matches or lighters on the bus.
  4. Carrying on to the bus and/or using rubber bands, spit wads, water guns, water balloons, snowballs, knives or any weapons, etc.
  5. Playing any audio or video device out loud (personal units with head sets are acceptable).
  6. Possession or use of alcohol, drugs, drug paraphernalia, cigarettes, or chewing tobacco while on the bus.
  7. Shouting, using profanity or derogatory language, or name calling.
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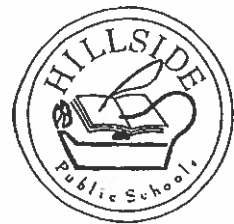
8. Moving about the school bus while it is in motion, kneeling, standing, or sitting backward in the seat.
9. Distracting the bus driver's attention away from their driving.
10. Causing harm, injury or threat of harm or injury to any other bus passenger.
11. Putting any part of the body out of the window.
12. Damaging or defacing the school bus (Hillside BOE will be reimbursed for damage before riding privileges are reinstated).
13. Laser Pointers are ABSOLUTELY NOT allowed on the bus.

**AFTER LEAVING THE SCHOOL BUS EACH PASSENGER SHALL:**

1. Walk while getting off the bus – do not rush or push while the bus is unloading.
2. Always watch and check for other vehicles before crossing the street.
3. Walk at least 10 feet in front of the bus when crossing the street so that the bus driver can see the passenger. Maintain eye contact with the driver and wait for a hand signal before crossing. Stop before leaving the protection of the bus and look both ways before continuing. Crossing the street to load or unload is a partnership between the driver and students – each are responsible for a safe crossing.
4. Get permission from the driver before picking up a dropped item anywhere near the bus. When a student bends over to pick up a dropped item the driver loses sight of them.
5. Proceed directly from the bus stop to home.
6. Refrain from horseplay activities, such as throwing snowballs and other objects or hitting or kicking others.

**PLEASE NOTE:**

- If you only want your child to be transported to school in the morning, please notify your child's school making them aware that you do not want your child to ride home on the bus after school. The school will affix a high visibility label on your child's bus pass to denote the specific arrangements you have requested.
  - In the morning, students must not be dropped off earlier than 10 minutes before the bus is scheduled to pick up. We are not responsible for before school childcare and we do not have the resources to provide it.
  - Students must be picked up promptly at dismissal time at school or at their bus arrival. We are not responsible for extended after-school childcare and we do not have the resources to provide it.
  - Because we take the safety of children most seriously, there are serious consequences for dropping your child off too early in the morning or failing to pick up your child at school dismissal or bus arrival times. A transportation suspension may be issued and/or you may be assessed a monetary fine.
  - If you have any questions, please contact the school your child attends.
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HILLSIDE PUBLIC SCHOOLS

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*Mr. Robert Gregory  
Acting Superintendent of Schools*

August 2020

**Re: HILLSIDE PUBLIC SCHOOLS BUS TRANSPORTATION GUIDELINE**

Dear Parents and Guardians:

Please be advised that the Hillside Public Schools only allows authorized students and staff to board the District's school buses. Parents, relatives and acquaintances of students assigned to a specific bus route are not authorized to board school buses without previously obtaining explicit authorization from the District. Notices will be placed on each of the District's school buses, including contracted buses, and unauthorized individuals entering onto the buses may be prosecuted for criminal trespass pursuant to N.J.S.A. 2C:18-3.

Thank you for working with us in establishing and maintaining a safe environment for the transportation of the District's students.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Gregory", is written over a horizontal line.

Mr. Robert Gregory  
Acting Superintendent of Schools

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