

# HILLSIDE PUBLIC SCHOOLS

New Possibilities

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Subject: 2022-23 Ola Edwards Community School Shuttle Bus Information

Dear Parents/Guardians:

In either a previous school year or for the current school year, you submitted a bus pass application.

If you would like to utilize this bus service again this school year, please attach the enclosed bus pass to your child's bookbag.

If you do not wish to utilize this service, please do not attach the bus pass to your child's bookbag.

In the morning, your child can board the bus at the AP Morris Early Childhood Center, 143 Coe Ave., Hillside, NJ 07205. The bus stop is located on the Early Childhood Center side of the school near the fire hydrant. The pickup time is 8:05AM. Please have your child at the bus stop 5 minutes prior to the pickup time.

Your child's school dismisses at 2:55PM. The bus will arrive back to the AP Morris Early Childhood Center bus stop (same location as pick up) shortly thereafter.

If you have any questions, please do not hesitate to call me at the number listed above.

Thank you,

*Matthew Leonardis*

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.

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.

## HILLSIDE PUBLIC SCHOOLS

Dear Parents/Guardians of Hillside Students

Enclosed please find a transportation pass for your student's use for the school year. This pass should be attached to your student's backpack. This pass will match the animal picture on the window of your student's bus.

Please remember the following:

- ✓ The location at which your student is picked up in the morning is the same as that which he/she is dropped off after school.
- ✓ There is no "late" bus. If your student is late for the assigned bus, you are responsible for transportation to school. For the safety of your student do not put him/her on any bus other than the assigned bus.
- ✓ Be prompt to pick up your student at the proper school location upon dismissal.
- ✓ If your student has door-to-door special education transportation, you must be home to receive him/her at dismissal. If you are not home, your student will be returned to the home school or the Special Services Department. You will be billed for costs that result from after school supervision should this occur.
- ✓ Notify my office and the school office in the event that you change any listed telephone number.

Please follow the recommendations listed below:

- ✓ Due to weather conditions and the unpredictability of traffic, have your student at the bus stop ten (10) minutes before the pickup time.
- ✓ Please develop an Emergency/Contingency plan with your student to ensure attendance if the morning bus is missed. This plan should also address any occasion if or when you are unable to be home to receive your student upon dismissal. This plan is your responsibility to establish, maintain and discuss with your student.

Finally, you will find enclosed a copy of the Hillside School District Student Transportation Guide. Please review it with your student so you understand your shared responsibilities in using these transportation privileges.

If you have any questions, please feel free to call me at the Transportation Office at 908-352-7664, ext. 6453.

I would like to wish everyone a wonderful school year.

Sincerely,



Matthew Leonardis  
Transportation Coordinator

HILLSIDE PUBLIC SCHOOLS

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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.