



Broadwater Academy Bus Handbook 2011-12

Broadwater Academy (“BA”) is pleased to offer bus service to assist families who find that work schedules or distance between their homes and BA makes driving their children to school impractical. BA’s fleet of buses is used for daily transportation, athletic events, and field trips. Our top priority is SAFETY. To help ensure this, the following bus rules and regulations apply to ALL students and families.

Transportation schedules are subject to change, based on student demand, changes in traffic patterns, or road construction. Fees for this service will be updated on an annual basis. *In the case of dramatic increases in the cost of fuel, we may levy surcharges to help offset those increases.*

Bus Registration

In order to reserve a seat for your child, the Bus Rider Registration Form must be completed and returned to BA by the date noted on the form. Parents may only register for one bus stop in the morning and one bus stop in the afternoon. **Registered riders may not use stops for which they are not registered without the written permission of the Business Office.** In order to obtain this, a parent or guardian must provide a signed note to the Business Office requesting the change. In exceptional cases, this requirement may be waived by the Business Manager. For regular riders the note must include the date, regular stop and alternate stop. For occasional bus riders, the note must include the date and destination.

If BA has not received the registration form by the due date, a seat may not be available for your child. Registration forms received after the due date will be processed on a first come, first served basis. If your child is not registered to ride a bus by opening day and other transportation arrangements have not been made for them, your child may be placed in Extended Care and you will be charged BA’s standard fee for the service.

Fees

The bus fee reserves a seat for the school year for the named child **only**, ensuring transportation to and from school on a daily basis. This fee will not be adjusted for unused days. The bus fee will be billed separately from tuition, and payment is due in full upon receipt of the bill. BA reserves the right to refuse transportation to school due to delinquency in the payment of bus fees. Students may ride a bus occasionally, as space is available, with the signed, written permission of the parent and authorization of the Business Office at a cost of \$5.50 per day (parents may purchase six daily trips *in advance* for \$25.00 through the Business Office).

Bus Changes for Riders

Parents of registered bus riders must request afternoon route changes in writing or by calling the school before 2:00 p.m. Requests to ride a different bus will be granted only if space is available. If space is not available, parents will be notified as soon as is practical. Change requests for morning routes must be made before the close of school on the preceding day.

Daily Ride Requests – Occasional Bus Riders

Occasional bus riders must have written permission and payment arrangements must be made in advance except in the case of emergencies (payments may be billed for customer accounts with a current payment status). Permission to ride will be granted on a space available basis. Written requests for daily/occasional rides should be submitted to the Business Office, and the request must include the name of the rider, the date of the trip, and the rider's pick-up point and destination.

Bus Stop Conduct

Students, and ultimately their parents, are responsible for their conduct at the bus stop. All bus stops are privately owned, and riders must respect the rights of the owners as well as conduct themselves as if they are on the BA campus. Parents should park only in the designated areas and supervise their children while at the bus stop. Parents **must** not park in front of or behind the school bus to prevent the bus from leaving; *offenses of this nature may result in the revocation of bus privileges and the forfeiture of bus fees already paid.*

Bus Stop Times

Parents must arrive at the bus stop five (5) minutes prior to its scheduled arrival. Drivers are explicitly instructed **not** to wait for parents who arrive late, as delays affect all other riders and their parents. If a parent is not present at the bus stop in the afternoon, the driver will continue on the bus route and will notify the Business Office or other responsible party at BA. BA will make every attempt to notify the parent. At the last stop of the route, the driver will wait five (5) minutes for the child to be picked up. After that, the driver will bring any children not picked up back to school and place them in Extended Care at the parent's expense. The Department of Social Services will be notified if parents do not pick up their children from Extended Care by 6:00 p.m.

Bus Schedule Changes

Buses will not run on the afternoon of Grandparents Day or the afternoon of the last day of school. Parents will be notified as far in advance as is practical of any other necessary schedule changes.

Entering and Exiting the Bus

Those waiting for the bus should remain clear of the bus and wait for it to come to a complete stop before attempting to board. Riders should remain seated until the bus has come to a complete stop before attempting to exit. Parents of small children must be standing at the bus door before the child will be allowed to exit. Drivers should allow the bus to leave the stop before they attempt to depart.

Conduct on the Bus

1. The driver is responsible for the safety of all passengers ***and must be obeyed without exception.*** The driver is authorized to assign seats.
2. Do not disturb or distract the driver, **especially** while he/she is driving.
3. Playing an electronic device is permitted only if earphones are used.
4. Remain seated while the bus is in motion and do not change assigned seats.
5. Keep your voice low. No shouting or whistling.
6. No “rough housing” (pushing, shoving, fighting, throwing objects).
7. Profanity is not permitted.
8. Do not open or close the windows on the bus without the driver’s permission.
9. Keep all parts of the body inside the bus windows at all times.
10. Keep the school bus clean and orderly. Do not write or vandalize any parts of the bus.
11. Eating is not permitted on the school bus. Exceptions may be made for field trips and athletic events.
12. Cell phones are not permitted at school for Lower School children, and therefore are not permitted on the bus. Exceptions may be made for athletic events and parent-chaperoned field trips.

Violation of Conduct Standards by Bus Riders

Because safety on the buses is our primary concern, any student who violates rules/regulations will be dealt with firmly and quickly. Drivers have been instructed to report all disciplinary problems, in writing, to the Business Office and Dean of Students. Penalties may include, but are not limited to:

1. Administrative warning – The student will confer with the Business Office and/or Dean of Students and will be warned of possible consequences resulting from further misbehavior.

2. Loss of privileges – The student’s bus riding privileges may be temporarily suspended or permanently terminated.
3. Work detail – The student may be assigned to work detail after school or on a weekend for violations.

Parents will be notified of all warnings and disciplinary actions in all cases.

Violations of a particularly serious nature will result in the student being removed from the bus without warning, *at the discretion of the driver*. Parents will be contacted as quickly as possible in such an event.

Procedure for Cancellation or Delays of Normal Bus Routes

If there is a school closure or delay, local radio and television stations (WESR 103.3, WVES 99.3, WAVY TV 10, and WBOC TV 16) will be contacted and an ADT alert will be sent. In the event that weather conditions prohibit us from making the afternoon run as scheduled, announcements will be made on the above stations and parents will be contacted via an ADT alert.

Bus Breakdown Procedures

In the event of mechanical failure before or during the morning run, the bus driver will contact the Business Manager or other designee at the school. When possible, parents will be notified at the bus stop by designated contact parents. Every attempt will be made to send an available replacement bus with as little disruption as possible. Parents may have to bring their children to school if other transportation is not available.

In the event that a bus breakdown should occur prior to or during an afternoon route, contact parents will be called to notify other parents at the stop. In the event of a cancellation of a bus route for whatever reason, the school will remain open and supervision will be provided until all parents have picked up their children.