



Transportation Handbook



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The goal of the White Plains City School District’s bus transportation program is to transport all eligible students in the safest, most efficient way possible on buses provided through a contract with the White Plains Bus Company.



TRANSPORTATION OFFICE

HOURS OF OPERATION 8:00 AM – 5:00 PM

914-422-2110

After hours call 914-328-0284 Dispatch

Transportation@wpcsd.k12.ny.us <http://www.whiteplainspublicschools.org/domain/60>

- Time frame for returning calls and acknowledging e-mails, should be within one business day. However, the two weeks prior to and after the start of school are the busiest for the department. We transport thousands of students. Therefore, we request that e-mail be used for non-emergencies.
- Changes to schedule, depending upon the issue, will have to wait until after the first two weeks of school.
- We will have additional support staff responding to calls during the beginning of school to assist with any immediate concerns about a child's pick-up or drop-off.

Contact the Transportation Department for the following:

- Route information
- Stop information
- Changes to after and before school day care
- General or driver or bus issues

SCHOOLS

Schools	Address	Contact #	Bell Times
Church Street Elementary	295 Church St.	914-422-2401	8:15-2:45
George Washington Elementary	100 Orchard St.	914-422-2380	8:40-3:20
Mamaroneck Ave Elementary	7 Nosband Ave.	914-422-2286	8:40-3:20
Post Road Elementary	175 West Post Rd	914-422-2320	8:40-3:20
Ridgeway Elementary	225 Ridgeway	914-422-2081	8:40-3:20
Eastview Middle School	350 Main St.	914-422-2223	7:35 -2:30
Highlands Middle School	128 Grandview Ave.	914-422-2092	7:35 -2:30
White Plains High School	550 North St.	914-422-2182	7:40-2:35
Rochambeau High School	228 Fisher Ave.	914-422-2420	8:30-2:42

Contact your school for the following:

Student to student issues

Discipline issues

HOME TO SCHOOL ELIGIBILITY REQUIREMENTS

Resident students of the White Plains City School District are eligible for transportation under the following mileage limitations.

Transportation to White Plains Public Schools

Grades Kindergarten through fifth – students who live more than .5 of a mile from their school are entitled to pupil transportation at district assigned centralized stops.

Grades sixth through twelfth – students who live more than 1 mile from their school are entitled to pupil transportation at district assigned centralized stops.

Transportation to Non-Public Schools

For students who attend a non-public school within the school district boundaries, are eligible for transportation providing:

1. The parent/guardian is required to submit written request to the **Family Information Center by April 1 preceding the next school year – see website for application.**
2. Students who established residence in the District after April 1st, including those who move into the district, must make a request within 30 days of residency.
3. Non-Public School Transportation is provided within the same mileage limits, as described above.
4. Students will be picked up from district assigned centralized pick-up points
5. Routes will be established in the most efficient and economical manner.

Transportation of Special Needs Students to Out-of-District Placement

Special Needs Students attending an out-of-district school for services, are eligible for transportation providing:

1. The school is an approved special education program, per the Director of Special Education
2. Not more than 50 miles from the student's residence
3. At centralized stops, unless the student's individualized education plan indicates otherwise

Divorced Parents Sharing Custody

1. Students can only have a single residence for school purposes, per New York State Commissioner of Education.
2. As a result, the District is only authorized to transport from **one** location
3. ***We request that parents follow the law and not request the District to provide transportation to more than one residence within the District boundaries***

ALTERNATE SITE TRANSPORTATION – DAY CARE

The district will provide transportation for students between school and day care (i.e. a day care provider's home or a day care facility) provided that three criteria are met:

1. the day care location is within White Plains;
2. the distance between the school and the day care location is more than 1/2 mile for students in grades K-5, or more than 1 mile for students in grades 6-8;
- and -
3. the child will be transported to/from that location at that same time five days a week.

An application for this alternate transportation must be completed and signed by both the parent and the child care provider **prior to April 1st of the coming school year**, as required under New York State Education Law – see website for form.

The day care provider is responsible to abide by the district's guidelines with regard to kindergartners.

Please note that, once these arrangements are made, a child cannot be placed on a different bus and/or sent to a different location (even home) for a single trip or short period of time. This includes half days, early dismissal days and temporary changes in day care arrangements. This practice is strictly enforced and enables us to always know where our bused children are traveling to.

Transportation is provided one way in the morning (to school from home or day care provider) and one way in the afternoon (from school to home or day care provider). Transportation between the home and a child care provider is the responsibility of the parent.

Exceptions to a child's established bus assignment will be made only for home emergencies and temporary disabilities. Such arrangements are made through this office with prior written approval from the school principal.

BUS ASSIGNMENT STOPS AND RUNS

Busing information will be made available in the student portal in August, including trip number, bus stop location, and scheduled morning pick-up and afternoon drop-off times. Students will be required to scan their ZPass ID card as they board the bus to and from school. Important that the child be at the bus stop **10 MINUTES PRIOR TO THE ESTIMATED PICK-UP TIME.**

- Bus stops and runs are established to most efficiently transport students and to enable buses to meet school starting and ending times.
- All bus stops are assigned to a designated corner. Exceptions are made only for special education children and those with a recognized medical condition (documented by a medical professional). All doctors' notes should be sent to the nurse at the child's school. She will review the request and consult with the child's physician. If it is determined that special transportation needs exist, the nurse will make arrangements with the Transportation Office.
- Requests for bus stop changes must be received in writing by the Transportation Office no later than October 1st. The impact of all such requests will be reviewed; please note that we cannot assure that all requests can be accommodated.
- All children who are eligible for transportation are assigned to a bus stop and run. However, if you do not intend to use the school bus for your child, please contact the Transportation Office as soon as possible.
- The destination school and bus route numbers are posted on each bus. Please check this information -- the numbered bus vehicle may change.
- Each bus travels to only one school - in other words, a bus won't stop at any school other than the one your child's going to.
- Information on Middle School late bus times and routes is available from the student's campus.

CROSSING GUARDS

School crossing guards are assigned their duties and locations by the White Plains Public Safety Office. Assignments are made at locations where the safety of students walking to or from school is a concern. Questions about crossing guards and/or their assignment should be addressed to the City.

What determines a Safe Bus Stop?

- A safe bus stop is one where the bus driver has a good line of sight (both forward and back)
- The stop should have adequate room on the side of the road for parent parking
- A safe place for pupils to stand while waiting for a bus
- Wherever possible (including efficiency concerns), right-hand pickup and drop off is preferable to having pupils cross a busy highway. If crossing is necessary, the State Education Department and Pupil Transportation Safety Institute crossing procedures needs to be explained to bus drivers, pupils, and parents
- Parents not able to see their child at a bus stop from their home does not constitute an unsafe stop
- Door-to-door pick-up and drop-offs are not permitted unless there is an approved classification from the special education department that requires transportation or other special transportation needs.
- State Pupil Transportation website regarding safe bus stops
http://www.p12.nysed.gov/schoolbus/Parents/htm/school_bus_stops.html
- Prior to requesting an evaluation of a bus stop, please review what constitutes a safe stop. Remember the District utilizes centralized stops that have been existence for several years, so unless something has changed these stops have been considered safe.
- Contact the transportation office, via e-mail only. The transportation department will acknowledge its receipt. If it is at the start of the school year, a stop evaluation could take longer than a week to complete and to respond back.


Parents' Responsibilities:

- to ensure the student arrives at the bus stop at least 10 minutes prior to the scheduled pick-up and drop-off times.
- accompany children in grade K to and from the bus stop.
- transport large items to school, such as instruments, athletic equipment, etc. that cannot fit under the seat (not on the seat) since large items pose a safety hazard;
- teach correct behavior on the bus:
 - always use a seat belt
 - remain in your seat at all times, especially when the bus is in motion
 - keep the aisles clear
 - no fighting, yelling or throwing objects

A NOTE TO PARENTS

Please contact the School Principal if your child experiences a problem while riding aboard our buses. Also, please notify us if anyone is observed in our school bus operation acting in an unsafe manner. Thank you for your continuing cooperation and assistance.

Important

 So that we might reach you if we need to, **please make certain we have current emergency numbers**, including accurate phone numbers at which to reach you at work as well as alternate emergency phone numbers for relatives or neighbors.

Riding the Bus is a Privilege!

- **Students should arrive at the bus stop at least ten minutes ahead of the scheduled pickup time. After suitable warning, students that are not at the bus stop may be left behind.**
- Line up at the stop, do not push or shove, and wait for the bus to come to a full stop before approaching it.
- Wait for the driver's signal before you cross in front of the bus. (see Crossing Poster)
- Never throw snowballs or other objects at or around the bus.
- Don't fight with or tease other students around the bus stop.
- During the winter months' students should never wait for the bus on snow piles. Students may slip under the wheels of the bus or another vehicle.
- **The school bus is like an extension of the classroom and all school rules apply. Be courteous, use proper language, speak quietly, and do not be destructive.**
- Stay in your seats. Do not change seats while the bus is in motion.
- Open windows only with the bus driver's permission.
- Do not block the aisle with your feet or other objects.
- Do not distract the driver. Do not talk to the driver unless it is absolutely necessary or in cases of an emergency.
- Do not eat, drink, or chew gum on the bus. Help keep the bus clean.
- Do not throw papers, etc., on the floor or out the windows. There is no smoking, use of tobacco, alcohol, or drugs of any kind on the school bus.
- Keep your hands, feet, arms, and head inside the bus.
- Emergency equipment and exits must not be touched unless they are needed.
- No objects may be carried on the bus which interferes with passenger safety and comfort. All items that are brought on the bus must be carried on the student's lap. **Examples of prohibited items include: glass objects of any kind, pets, reptiles, or other caged animals, skis, ski poles, Lacrosse sticks, skateboards, hand tools or power tools, chemicals of any nature, large musical instruments, (e.g. baritones, tubas, saxophone, baritone sax, string bass, timpani, bass drum) or any other object that would cause injury or is not related to instruction.**
- Anyone who damages school property will be required to pay for damages.
- **If necessary, the bus driver may assign seats. In the interest of everyone's safety, students must cooperate with the driver at all times. Students may be denied the privilege of riding the bus as a result of unacceptable behavior.**
- Students may only ride to/from an assigned bus stop. The bus driver will only make stops that are authorized on their route sheets.
- Students who miss the bus at school should go into the school office and tell someone in authority. Parents will need to make other arrangements. Due to scheduling conflicts, the bus cannot return to the school.
- If your child gets sick during the school day, it is the parent's responsibility to arrange for transportation home. The school district does not provide transportation under these circumstances.
- Kindergartners must be met by an approved guardian.
- Seat belts are encouraged to be worn
- **When crossing in front of the bus, be aware of the Danger Zones and always cross 10 feet in front of the bus at the direction of the bus driver. The diagram on the following page illustrates the 10 Foot Crossing Rule and the Bus Danger Zones. Please review this with your child/children.**



STUDENT DISCIPLINE



School bus safety is paramount. Students who violate the School Bus Safety Rules will be written up by the driver. The principal will be notified and the student may have their school bus privileges suspended.

NOTE: If a violation, even the first, constitutes a serious danger to any individual, then a conference shall be required and bus privileges may be suspended immediately.

Video Cameras:

Video cameras may be used on school buses. Video may be used to monitor, support, and further document reports of incidents on a school bus. Viewing of a video will be permitted at the student's primary school, transportation office or at the central administration offices.

*It is extremely important for all parents and students to note that students will be held accountable to their conduct at the school which they are attending. This pertains to **any** White Plains student whether attending a school in the district **or** out of the district*

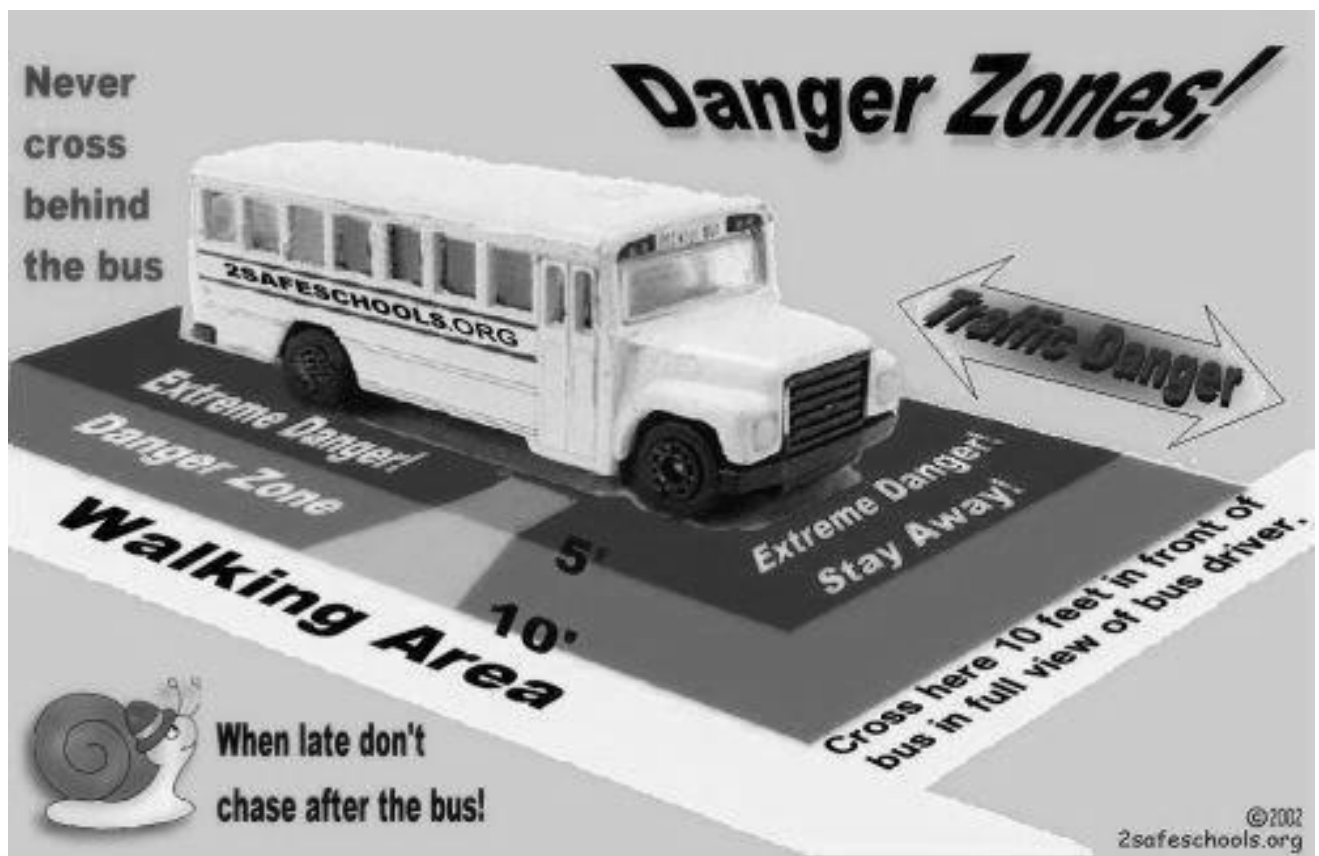
SAFETY

The White Plains City School District transportation staff needs your help in making children aware of the safety measures necessary both on and off buses. All children should understand the importance of the bus safety rules, guidelines, and emergency procedures for regular transportation as well as for field trips.

BUS SAFETY RULES:

- Kindergartners must be accompanied at the bus stop at pick-up and drop-off time by a parent/guardian or designated adult. Kindergartners who are not met at the bus stop at drop-off time will be brought back to their school. It is then the parent's responsibility to get the child at the school. Older siblings are not allowed to act as a guardian. NOTE: All children other than kindergartners will be let off at the bus stop even if a parent or guardian is not there.
- Parents are not permitted to ride and/or enter a school bus. Concerns about bus behavior or safety should be discussed as soon as possible with the driver and/or principal.
- Bus drivers are required to submit a written report on bus safety/conduct incidents to the school principal, who then determines the disciplinary action to be taken. Serious or continuing problems will be reported to the Transportation Office. (Cameras on the buses help the Transportation Office monitor bus behavior.)
- Seat belts are provided on all buses. Parents should speak to their children about the use of seat belts. Broken seat belts should be reported to the Transportation Office immediately.
- Schools conduct periodic bus safety drills to reinforce safety procedures.

**If you observe unsafe driving practices
call the Transportation Office at
914-422-2110
The time, location and bus number is essential!**



It is illegal to pass a stopped school bus when the red lights on the bus are activated!

FIELD TRIP SAFETY

The White Plains City School District considers field trips to be an important extension of the student's day. These trips provide valuable educational experience as a supplement to regular classroom instruction. The safety of students during any trip away from the classroom is a major concern.

In order to maximize student safety, parents are often asked to volunteer to assist the teacher in supervising the students during the field trip. In addition to being a responsible, concerned individual, the following guidelines should be followed by parents who volunteer for field trips.

1. Be familiar with the bus safety rules found within this booklet and see that the students follow them.
2. Concentrate on maintaining discipline.
3. Keep alert and be aware of the whereabouts of each student assigned to you.
4. Due to transportation restrictions, and in order to minimize distractions, parents who volunteer for field trips are not permitted to bring other family members/friends on field trips. The only children on the trip should be those assigned to the class.

EMERGENCY BUS DRILLS

The White Plains City School District annually complies with Section 156.3 (H) of the Commissioner's Regulations which requires that a minimum of three (3) emergency drills be held on each bus during the school year. The Commissioner's instructions specify that the first drill is to be conducted during the FIRST SEVEN DAYS OF SCHOOL, the second drill prior to DECEMBER 1st, and the third drill prior to APRIL 30th.

The Emergency Bus Drills include practice and instruction in the location, use and operation of the emergency door, fire extinguisher(s), first aid, and windows, as a means of escape in case of fire or accident. No emergency drills are conducted when buses are on route.

Care is exercised to avoid delay of buses during times of drill activities. The provisions for emergency bus drills are clearly outlined by law. The drills must be conducted within the time limits and scope as prescribed by the State Education Department. Non-public students may receive the drill at their non-public school.

During Emergency Bus Drills the driver advises children of emergency procedures to follow, what to do following evacuation of the bus, and what to do in the event that the bus driver becomes incapacitated. Outlined below is information and procedures that are discussed with the children. We recommend that you take some time to review this information with your child.

EMERGENCY PROCEDURES

When An Emergency Occurs:

- Remain Seated
- Wait for directions from the driver
- Stay on the bus except for:
 - Fire or Smoke
 - Danger of collision Submersion
 - Danger of tip-over or fallout

Operation of School Bus Exits to be used in an Emergency:

- Emergency Doors (look for red handle and stickers)
- Windows as a means of escape (push-out)
- Roof hatches

Location and Use of:

- Fire extinguishers
- First aid equipment
- Reflective devices



Exiting Procedure:

- Do not take books, lunch boxes, etc.
- Wear coats, jackets, etc.
- Use Front Door

WHAT TO DO FOLLOWING THE EVACUATION:

Gather at a safe location:

- Selected by the bus driver - at least 100 feet from the bus.
- Check to see that all passengers are present

Follow the bus driver's directions

- Assist in getting help
- Cooperate in keeping order

INCAPACITATED DRIVER:

Procedures to be familiar with

- How to turn off engine
- How to apply the emergency brake
- How to operate the four-way flashers
- How to locate the first aid kit, fire extinguisher, & reflectors

RULES TO FOLLOW IN THE EVENT OF A BUS ACCIDENT

When a school bus is involved in an accident there is a plan in place to handle this situation. The driver immediately contacts the Dispatcher and support is sent to the scene. Parents will be notified as soon as possible through K-12 Alerts. We encourage parents not to go to the accident scene. Listed are the guidelines for the students on the bus:

Immediately following the accident:

1. Remain calm. Don't panic, scream or cry.
2. Stay in your seat and listen carefully for instructions from your driver or attendant.
3. Stop all noise immediately. Do not talk. Listen for directions from the bus driver.

If the driver is unable to TALK, MOVE from his/her seat, or acts as if she/he is ASLEEP:

1. Remain calm. Don't panic, scream, or cry.
2. Turn off the engine of the bus by pulling out the shiny lever next to the ignition key and then turn off the ignition key.
3. Pull on the parking brake. That's the square knob next to the ignition key.
4. If there is no smoke or fire and the bus seems to be in a safe place, stay on the bus and wait for help. Use the two-way radio to call for help. If the two-way radio is disabled, try to get the attention of an adult outside the bus and ask for help.
5. Stay in your seat and remind other students to remain seated. Calm younger children who may be afraid and need comforting.
6. Find out if anyone is hurt and comfort them until help arrives.

If there is SMOKE or FIRE in the bus, or if it is in an unsafe place:

1. Immediately exit the bus quickly and orderly, just the way you practiced in the bus drills. IN THE CASE OF BUS FIRES STUDENTS HAVE TWO MINUTES OR LESS TO EXIT THE BUS BEFORE THE BUS BECOMES ENGULFED IN FIRE.
2. Help smaller students and offer help as needed to disabled students.
3. Find a safe place at least 100 steps away from the bus to wait for help. No one should leave the group. If it is necessary for someone to go for help, two older students should go for help.
4. If it is raining or snowing, look for a sheltered place where you can keep warm and dry until help arrives.
5. It is necessary for the bus driver to document the names of all students riding the bus at the time of the accident. Students should be prepared to give their names to the bus driver at the accident scene.
6. Emergency medical and law enforcement personnel are dispatched to the scene of all accidents regardless of the seriousness of the accident. Students should be advised of this so they are prepared at the scene.



When accidents happen, there is often confusion.

- **Stay Calm**
- **Think**
- **Act Grown Up**
- **Help Others**

OPERATION SAFE STOP

Operation Safe Stop seeks to promote school bus safety through education and enforcement efforts. Operation Safe Stop is a cooperative project supported by the New York State Governor's Traffic Safety Committee, the New York State Education Department, the New York Association for Pupil Transportation, the New York State School Bus Contractors Association, the student transportation industry and state, county, city and local law enforcement agencies.

DID YOU KNOW:

- An estimated 50,000 motor vehicles illegally pass New York State school buses every day.
- In the last 5 years, 35 students were hit by motorists in New York State passing stopped school buses. Two students were killed.

THE LAW SAYS:

- It is illegal - and very dangerous - to pass a stopped school bus when the large red lights located on top of the bus are activated.
- Flashing lights mean the bus is picking up or discharging students.
- You must stop whether you are approaching the school bus from the front or overtaking it from the rear.
- You must always stop for flashing red lights, even on divided and multilane highways and on school grounds.
- The first-time fine for illegally passing a school bus is a \$250 fine, 5 points on your license, and/or up to 30 days in jail.
- Worse yet, the memory of hitting or killing a child may be one you carry for the rest of your life!
- **REMEMBER:**

Yellow lights mean the bus is going to stop. Slow down!

Red lights mean students are getting on or off the bus.

STOP! STOP! STOP!

The goal of Operation Safe Stop is to proactively educate motorists about the dangers of passing stopped school buses.



EMERGENCY SCHOOL CLOSINGS

The District's primary concern at all times is the safety and welfare of the children. Sometimes it is necessary to close schools or delay opening of school due to unforeseen circumstances.

Families will be notified of school closings or delayed openings via K12 Alerts.

Do not call the transportation office, schools, or the Board of Education. Please refer to radio or television stations listed below or access the school district website (www.whiteplainspublicschools.org)

Tune in to radio station WFAS (1230 AM, 103.9 FM), the district's cable TV stations - Cablevision Channel 77 or FIOS Channel 46 - or the district's website, www.whiteplainspublicschools.org.

For delayed openings, buses (including those for private schools and special education) will operate one or more hours later than the usual schedule, as announced.

Bulletins will be broadcast by radio stations WCBS (880 AM) and WINS (1010 AM).

Television stations WNYW (Channel 5), News 12 (Channel 12), WNBCTV (Channel 4), WABC-TV (Channel 7), WCBS-TV (Channel 2) and WRNN (channel varies with location) will carry announcements as well.

Parents who are not home during the day should make provisions for their children to go to the home of a friend or neighbor if bad weather or an emergency requires an early closing.

An alternate emergency phone number should be given to the child, filed with the school, and updated with K12 Alerts when there are any changes.

When district schools are closed due to bad weather, no transportation will be provided for BOCES, private/parochial or special education schools normally serviced by the school district. When private or special education schools announce a delayed opening that is in conflict with the district's schedule, the district will do its best to accommodate the delay, but cannot guarantee that buses will run at the time announced by the specific school.

When transportation is provided on days of extreme cold, ice, heavy rain and/or snow, delays should be expected. Drivers are repeatedly instructed to drive at a speed commensurate with the prevailing road and/or weather conditions. Also, the number of mechanical problems may increase when the weather is cold and/or wet.

PARENTS: IMPORTANT SCHOOL BUS SAFETY ALERT

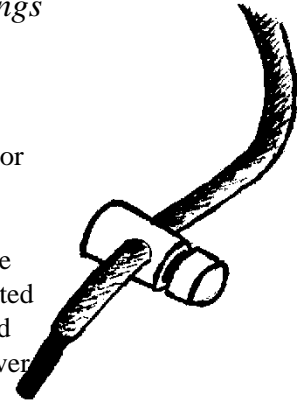
HELP US PROTECT YOUR CHILDREN AS THEY TRAVEL TO AND FROM SCHOOL

Certain types of children's clothing can create a hazard as your child gets off the school bus. Especially dangerous are:

- *Long, dangling jacket or sweatshirt drawstrings*
- *Long back pack straps*
- *Long scarves or other loose clothing*

Such clothing can be caught in the bus handrail, door, or other equipment as the child gets off the bus.

In recent years, a number of children across the U.S. have had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them.



Please take the time to check your children's clothing to make sure it is safe. Remove draw strings from clothing whenever possible- at least, cut off drawstring tabs and knots.

Also, please talk with your child about the following safety rules:

- *Stay away from the Danger Zones around the bus.*
- *Don't try to pick up something dropped near the bus - the bus driver might not see you.*
- *Remember that other motorists don't always stop for a stopped school bus- use extreme caution whenever getting on or off the bus.*

SCHOOL BUS SAFETY IS A TEAM EFFORT• NOTHING IS MORE PRECIOUS THAN A

CHILD'S LIFE.

SCHOOL BUS SAFETY IS A TEAM EFFORT• NOTHING IS MORE PRECIOUS THAN A CHILD'S LIFE.

Dear Church Street Families,

This letter is to advise you of bus transportation protocols that White Plains Public Schools has in place regarding the return of students to the school building. Nearly all of the Church Street buses perform two to three bus routes each afternoon. Given these trip schedules, we cannot hold up the next school building's dismissal schedule as a result of returning Church Street students due to an adult not being at the designated stop. We understand that sometimes this can happen and have put in the following protocols for the students and parents.

The driver of the Church Street route will contact the dispatch office of White Plains Bus company with the name of the child.

The dispatcher will contact the Transportation Office at Education House with this information and advise which school the child will be taken to and will remain at.

The child will remain on the bus and proceed to the next school the driver has on his route, for example Mamaroneck Avenue. The child will be taken from the bus and brought into the office and remain there until a van comes to pick up the child to be returned to Church Street School.

When parents receive the call from Church Street School, you should proceed to Church Street School to pick up your child, **NOT THE SCHOOL WHERE THE STUDENT WAS HOUSED.**

Please be advised that all Elementary Building Principals and Assistant Principals are aware of these protocols. If you have any questions regarding this matter, please feel free to contact the Transportation Office at 914-422-2056 or 2057.

Thank you for your cooperation.

WHITE PLAINS CITY SCHOOL DISTRICT



DEPARTMENT OF TRANSPORTATION

CONTACT US:

914-422-2110

TRANSPORTATION@WPCSD.K12.NY.US

LAST NAME

FIRST NAME

E-MAIL ADDRESS

PHONE NUMBERS?

List the phone numbers where we can reach you

YOUR QUESTION, CONCERN OR COMMENT HERE:

Use this form to inquire on matters other than bus stop change requests
