RIVERHEAD CENTRAL SCHOOL DISTRICT

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Riverhead, NY 11901-2996

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Superintendent of Schools
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WELCOME BACK!

PLEASE BE AWARE

SPECIFIC BUS INFORMATION AND TIMES WILL BE SENT OUT IN LATE AUGUST. PLEASE NOTE THAT THE TIMES ARE APPROXIMATE TIMES ESTABLISHED FOR THE BEGINNING OF THE SCHOOL YEAR ONLY AND ARE SUBJECT TO BE MODIFIED AS THE SCHOOL YEAR PROCEEDS.
ALSO, THERE WILL BE NO STOP CHANGES MADE BEFORE SEPTEMBER 25th

Transportation Eligibility Requirements

Transportation Eligibility is based on the distance from the students' home to the school they attend.

The 2025/2026 4 eligibility requirements by grade are as follows:

- All kindergarten and Pre-K students ride.
- Grades 1-4 must reside at least .5 of a mile from their school of attendance.
- Grades 5-6 must reside at least .8 of a mile from their school of attendance
- Grades 7-12 must reside at least 1.2 miles from their school of attendance.

(This also applies to the babysitters address)

IMPORTANT REGISTRATION INFORMATION

All new families moving into the District **MUST** register at Pupil Personnel Services BEFORE attending school.

Change of address **MUST** be reported to Pupil Personnel Services before the bus stop can be changed.

Please allow at least 3 business days to assign a bus for your child. Call 631-369-6706 for assistance.

EMERGENCY STOP CHANGES

If you have an emergency and need your child to be picked up at or dropped off to another location within the school census area, you **MUST** call the Transportation Department **and** also put the request in **writing** by emailing us at bushelp@g.riverhead.net .

It is necessary for Parents to notify the School but the **Transportation Department** must know as well.

FOR YOUR INFORMATION

Missed the Bus

Due to the scheduling of the buses this year, if your child should miss the school bus at his/her regular stop, we will not be able to return for the student. Also, please, **do not try to chase the bus down**. This is a ***very dangerous*** practice and could cause injury to your child or someone else. PLEASE transport your child to school yourself should he/she miss the bus. If the bus has not arrived within 20 minutes of the assigned time, please give a call to the Transportation Department at 631-369-6720.

Meeting the School Bus

For those of you with small children that might have to cross the street, please instruct them that they **MUST** cross 10 feet in front of the bus and they **MUST** wait for the bus driver's signal. If you meet your child at the bus stop as is recommended, please follow the rules so your child will follow your example. If the student is allowed to be let off the bus without adult supervision, please let us know in writing.

THINGS TO REMEMBER

NO Student is guaranteed door to door transportation.

ALL Requests for stop changes and babysitting arrangements must be approved by Transportation Office Personnel **ONLY**. **Drivers are NOT permitted to change bus stops**.

ALL Students should arrive at their bus stop at least **ten (10) minutes** prior to regular pick up time.

ALL Students are expected to behave and respect the property of others while waiting for their bus.

*******REMINDER*******

1. Please remember to put a tag on your pre-k, kindergarten, and 1st grader for the first two (2) weeks of school.

2. All babysitting arrangements **MUST** be made through the Pupil Personnel Services in writing by the start of **EVERY** school year.

3. Sitter **MUST** be located in home school area.

4. Arrangements **MUST** be **five (5) days** a week A.M. and/or P.M.

5. For the first two (2) weeks of school, at drop off time, please expect a delay of approximately twenty (20) to thirty (30) minutes or more due to the schools making sure that all students are on proper buses.

6. Inform the Transportation Dept. if your child is allowed to walk home from the bus stop by themselves.

7. **PHONE #'s** - If you change your home or cell phone number, PLEASE let us know.

8. **EMERGENCY CONTACTS** – Please keep the contact list updated. We need to know who is allowed to receive your children off the bus.

TRANSPORTATION POLICY

In accordance with state law, the district shall provide transportation to students attending state accredited non-public private and parochial schools within or outside the district. This transportation shall be under similar or like circumstances.

If the district provides transportation to non-public schools for students living within the applicable mile limits, it must establish a centralized pickup point for the transportation to such non-public schools for students living beyond the mileage range.

At its discretion, the district may provide transportation for students residing in the district to non-public schools located more than fifteen miles from the home of a student if such transportation has been provided from one or more of the immediately preceding three school years and such transportation is to be provided from one or more centralized pick-up points. The distance from a pick-up point to the non-public school is not to exceed fifteen miles.

The request for receiving transportation to such schools outside the district must be made in writing by April 1st preceding the school year in which transportation is desired.

If a parent or guardian, requesting transportation to a non-public school for a child, is not a district resident on April 1st, a written request must be submitted within 30 days after establishing residence.

The district may waive the above deadline dates in cases in which the district is already transporting to the school requested only if there is seating space available on the vehicle, and if the additional student can be accommodated within the time parameters of that route at no additional cost to the district. Such accommodation shall not interfere with prior or subsequent trips for the vehicle.

BEHAVIOR OF PUPILS USING SCHOOL BUSES

In the use of our buses, it is expected that the following rules will be observed:

1. All students will conduct themselves in an orderly fashion at all times.
2. Students must wait in an orderly line off the roadway, and not damage or destroy private property.
3. Students must be on time for the bus.
4. Students must take a seat in the bus and remain seated until ready to exit. After the bus is unloaded, they should wait for a signal from the bus driver to cross in front of the bus. They must be sure to be visible to the driver.
5. Students must obey the driver's suggestions promptly and courteously. The driver is in full charge of the bus and students.
6. Loud, profane or obscene language will not be permitted.
7. Students must keep head, arms, and hands inside the bus at all times and not drop or throw anything from the bus.
8. It is expected that students help keep the bus clean and sanitary. No eating or drinking permitted.
9. Vandalism will not be tolerated. Students will be expected to reimburse the district for damages.
10. Students must keep hands off emergency doors, roof hatches, and bus equipment.
11. Smoking/Vaping is prohibited on school buses.

PROCEDURES

First Offense: Verbal warning
Second Offense: First written report and assigned seat. The driver will submit a disciplinary report to the school. The principal or designee will make a decision as to consequences.
Third Offense: Second written report. Disciplinary action determined by the principal including warning to parent, suspension and/or bus privileges for an appropriate number of days.

Continual misbehavior may result in the suspension of bus priveleges for an indefinite period.

Special note: If a student seriously threatens the safety of the bus, he/she may receive the severest consequence immediately.

BUS ACCIDENT INSURANCE COVERAGE

If your child incurs an injury via a collision, fall while entering/exiting or on the bus, bumping into parts of the bus while on the bus, you need to protect your rights under the New York no-fault law.

First, you must file a claim through your **Family Auto Policy** and not with the school district or any school bus transportation contractor hired by the district.

The no-fault law only allows you to present your claim to your auto carrier for a limited period, currently **30 days from the date of the accident**. It is important to protect your rights and you may want to **notify your insurance company or agent** in writing as soon as possible that a claim may be forthcoming. If no parent or guardian of the student living in your **household** has an automobile insurance policy, you should notify the district immediately. File your insurance company notice immediately even if you have not received a bill from a medical provider such as an ambulance company, hospital or doctor. If you have any question on the New York no-fault law you should contact your insurance company or agent.

SAFETY TIPS- TRANSPORTATION

School Bus Danger Zone

The **Danger Zone** is the area on all sides of the bus where children are in the most danger of being hit. Children should stay ten feet away from the bus (or as far away as they can) and never go behind it. They should take five giant steps in front of the bus before crossing, so they can be seen by the driver.

When you are waiting for the school bus, you should wait at the bus stop, and stand well back from the curb.

When you get off the bus:

- Look to the rear of the bus before you step off the bottom step. More and more motorists are passing stopped school buses on the right shoulder - where the door is.
- Take (five giant steps) straight out the bus door, and out of the danger zone.
- Make sure you have eye contact with the driver, and wait for the driver to signal you before you cross in front of the bus.
- Never go back for anything you have left on the bus.
- Never bend down near or under the bus.

Drivers

- When backing out of a driveway or leaving a garage, watch out for children walking or bicycling to school.
- When driving in neighborhoods with school zones, watch out for young people who may be thinking about getting to school, but may not be thinking of getting there safely.
- Slow down. Watch for children walking in the street, especially if there are no sidewalks in the neighborhood.
- Slow down. Watch for children playing and congregating near bus stops.
- Be alert. Children arriving late for the bus may dart into the street without looking for traffic.
- Learn and obey the school bus laws in your state. Learn the "flashing signal light system" that school bus drivers use to alert motorists of pending actions:
    - **Yellow flashing lights** indicate that the bus is preparing to stop to load or unload children. Motorists should slow down and prepare to stop their vehicles.
    - **Red flashing lights** and extended stop arms indicate that the bus has stopped, and that children are getting on or off. Motorists must stop their cars and wait until the red lights stop flashing, the extended stop sign is withdrawn, and the bus begins moving before they can start driving again.
- Be courteous to school buses, give them room and let them change lanes when they need to.

Children

- Get to the bus stop at least five minutes before the bus is scheduled to arrive.
- When the bus approaches, stand at least three giant steps (6 feet) away from the curb, and line up away from the street.
- Wait until the bus stops, the door opens, and the driver says that it's okay before stepping onto the bus.
- If you have to cross the street in front of the bus, walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before you cross. Be sure that the bus driver can see you, and you can see the bus driver.
- Stay away from the rear and sides of the bus – always be in a safe place where the driver can see you.
- Walk at least three giant steps away from the side of the bus.
- If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you.
- Never run after the bus or bang on the bus.
- Your bus driver's number one interest is your safety. He or she will ask you to be on your best behavior.
    - It is important to listen to your bus driver in case there are any special instructions for your bus ride.
    - Sit quietly in your seat.
    - Speak quietly to the other children near you.
- Do not jump up and down, fight or tease other passengers or make a lot of noise. These activities can bother your bus driver and he or she will not be able to give proper attention to driving.

Parents

- Teach children to follow these common sense practices to make school bus transportation safer.
- If a parent is bringing their child to the bus stop with a car, please avoid parking close to the bus stop. Cars should be out of the way so students will be able to stand safely and buses will be able to pick up students with no issues.

RIVERHEAD CENTRAL SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

CHILDCARE TRANSPORTATION REQUEST FORM FOR THE 20___/20____ SCHOOL YEAR

This form must be renewed annually and submitted to the Transportation Department

This form must be completed for transportation provided for any child attending kindergarten through eighth grade being cared for by a certified and/or licensed child care provider within the boundaries of the Riverhead Central School District or using an unlicensed child care provider within the attendance zone of the child's school.

This form must be submitted no later than the first day of April proceeding the next school year. Forms received after April 1st will be reviewed on a case by case basis and may be approved if there is no additional cost to the district, no change in the bus route is required, and there is additional room on the bus. The district may require up to thirty (30) days to initiate any changes made after April 1st if routes have already been established.

For the safety of the student and in order to avoid the possibility for any confusion, only two caregivers are allowed per student. This is especially important for younger children who can be easily overwhelmed by revolving transportation schedules.

Please use a separate form for each child that requires child care transportation.

Student's Name: _____ Date:_____

Parent/Guardian's Name: _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Emergency Contact: _____ Phone: _____

School Attending: _____ Grade: _____

Childcare Provider's Name: _____ Phone: _____

Address: _____

I certify that all the information contained on this form is accurate and that the above named student is under my care on a regular basis.

_____ _____

Signature of Childcare Provider Date

DAYS REQUESTED

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ **AM ONLY**

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ **PM ONLY**

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ **AM & PM**

I understand that my child is not permitted to use childcare bus stops on days when he/she is not under the care and control of the above named childcare providers.

I agree to reimburse the Riverhead CSD for its costs pursuant to the transportation of my child if it is found that he/she is not entitled to the requested transportation.

_____ _____

Signature of Childcare Provider Date

For Office use only: Date Received:_____

Action Taken: AM Bus:_____ PM Bus:_____