



TRANSPORTATION DEPARTMENT CONTACT DIRECTORY

(518) 993-4000

Superintendent of Schools, ext. 1000

Director of Special Education, ext. 3074

High School Principal, ext. 2125

Elementary School Principal, ext. 3013

Transportation Supervisor, ext. 4001

Director of Human Resource, ext. 1005

Dispatch, ext. 3072

Bus Repairs, ext. 4002

The Fort Plain School District is responsible for transporting children to and from school, extracurricular activities, field trips and special services safely and efficiently.

Families, parents, students, bus drivers, teachers and administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner. Communication and working together is key to providing this service safely and efficiently. We expect all students to behave appropriately and safely while riding on a school bus. Riding the school bus is a privilege. Disruptive behavior and preventing other students from having safe transportation will not be tolerated. Misconduct will result in consequences determined by the building principal or the superintendent.

The Board of Education and Superintendent

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation. It is the responsibility of the Board of Education to set policy regarding bus transportation for the District.

The Superintendent of Schools is responsible for administering the transportation program. The superintendent, and designee, is expected to reinforce all applicable laws, regulations, and policies established by federal, state and local authorities.

The District and Department will ensure the safe travel of all students by maintaining a safe bus fleet that surpasses the inspection expectation set forth by the Department of Transportation. Bus Drivers and bus teacher aides will receive the most current training and testing required by law. All Bus Drivers will be subject to drug and alcohol testing requirements.

Emergency Delays and Closings

When schools are forced to delay, close or dismiss students early due to weather or other emergencies, information will be reported on www.fortplain.org and released by text messaging alerts. To sign up for alerts: On your cell phone, text @fpcsd1 to 81010 and follow the on-screen prompts.

When schools are running on a two-hour delay, buses will arrive at bus stops two-hours later than the normal time.

When schools are closed due to weather, all transportation is canceled including buses to schools outside of the district which may still be open.

Students' Responsibilities

Students are expected to take responsibility for their own actions and follow the rules.

- Be on time for your scheduled pickup. Arrive at your bus stop 5 minutes early.
- Behave properly at the bus stop. Refrain from horseplay: pushing, hitting, name-calling, put-downs and bullying.
- While waiting for the bus stay back 15 feet from the road.
- Students who cross the road must do so at least 15 feet in front of the bus AFTER receiving a hand signal from the bus driver.
- Never cross behind the bus.
- Enter the bus in an orderly manner. Walk- do not run, jump or push.
- Remain seated at all times. If you have been assigned a specific seat, you must take that seat.
- Follow the instructions of your school bus driver and/or bus teacher aide.
- Do not open windows without permission. Keep your head, hands, and arms in the bus at all times.
- Keep aisles clear.
- Only bring items that can fit comfortably on your lap or fit under the seat. Large objects are prohibited by law.
- Speak quietly, no profane language and be respectful of your bus driver, bus aide and other passengers.
- No glass containers are allowed on the bus.
- No animals, alive or dead, are allowed on the bus.
- State law requires that students get on, get off, and cross only when the bus is at a complete stop with the red lights flashing.
- When exiting the bus, students should check to the left and right before stepping off the bus. Be alert to traffic when leaving the bus.
- After exiting, students shall move away from the bus. They should not go to the mailbox or anywhere else near the side of the bus.
- If a student drops something in the road when crossing, they shall leave it where it falls. They shall only attempt to retrieve the object if they are supervised by an adult.
- Keep the bus clean. No eating or drinking on the bus. Smoking, vaping, chewing tobacco, and alcoholic beverages are not permitted on the bus or on school property at any time.
- Only use emergency equipment and exits when appropriate.

- Report any problems to the Bus Driver/Aide and/or the Building Principal.
- Students or parents may be asked to pay for any damages/vandalism deliberately inflicted to the bus by students.

The District (driver) is not responsible for the conduct of students before they enter or after they exit the bus.

Parents' Responsibilities

Parent participation plays an important role in student safety to and from school. Please turn on porch lights in the mornings when it is dark. This will help the student get safely to the bus stop and will help the bus driver see the student. Parents can ensure safe student transportation by accompanying young students to and from the bus stop. Avoid missing the school bus by having the student at the bus stop at least 5 minutes before the bus arrives. Encourage students to act appropriately and respectfully to adults and other students. Review safety rules and regulations with the student. Parents and students need to stand 15 feet away from the road or bus stop to avoid any bus blind spots.

Contact the Dispatcher,

1. To report a change in student pick-up and drop-off.
2. Provide a written note to the Dispatcher when a friend or family member is riding the bus home with the student. For safety reasons, drivers are not authorized to accept notes handed to them by a student.

Contact the Transportation Office,

1. If the student is the only student on the road and will not be riding the school bus.
2. To report any driving violation regarding a bus driver.
3. To report any defective equipment, such as, lights, signals, etc...

Contact the Building Principal,

1. To report any student complaints, injuries or concerns.

*It may be necessary to contact the Director of Special Education if the student is assigned to a specific run based on a recommendation from this department.

Students are not allowed to bring sharp objects, large items, pets, glass containers, aerosol cans, coloring paints, play putty-slime, or weapons (real or play) on to the school bus.

Large objects are prohibited by law (NYS DOT Regulation Section 721.22), as they cannot be stored properly and cause blockage of seats and aisles.

Students or parents may be asked to pay for any damages/vandalism deliberately inflicted to the bus by students.

After school drop-offs for students in Pre-Kindergarten through Second grade must have an approved parent or adult present before the student exits the bus. If no adult is

present, the driver will keep the student on the bus while dispatch attempts to contact a parent. If no contact is made, the child will be returned to the school at the end of the run where the student will be required to be pick up by the parent.

Building Principals' Responsibilities

The Building Principal will provide the Transportation Department with school day schedules, including start times and dismissal time, special transportation for modified days, tutoring, etc.

Adequate staffing for supervision will be provided for the loading and unloading of students.

All parent concerns and student problems relating to the transportation of students will be reported to the Principal. If disciplinary action is necessary, the Principal shall contact the parent or guardian. The Principal may require a student to be assigned a specific seat on the school bus. If the student is suspended from riding the school bus, the suspension shall be communicated in writing to the parents or guardian, as well as to the Transportation Department.

The Principal will provide the Transportation Department with a schedule for bus drills as outlined under Title 8, Section 156.13 of the Education Law.

*If any of the above are manifestations of behaviors related to a student's IEP, then concerns and/or discipline will be addressed by the Director of Special Education.

Transportation Supervisor's Responsibilities

It is the responsibility of the Transportation Supervisor to oversee the District's bus fleet and establishing safe and efficient bus routes. Bus routes are established based on Federal and State Laws and Board of Education policies.

The Transportation Supervisor is a certified 19A Examiner and School Bus Driver Instructor. The supervisor will provide transportation staff with evaluations and mandated trainings to meet performance measures. In addition to the required mandated training, the supervisor will provide additional trainings to ensure transportation staff are properly trained to meet all student needs.

All staff concerns related to transportation will be reported to the Transportation Supervisor. When necessary, the Transportation Supervisor will collaborate with Director of Human Resources to address staff concerns.

All student concerns that are reported to the Transportation Department will be promptly reported to the Building Principal. The Transportation Supervisor will provide the necessary support to the Building Principal, Disciplinary Staff and/or Superintendent.

Bus Driver's Responsibilities

Bus Drivers will conduct a safety pre-trip and post-trip of their school bus. The Bus Driver ensures the students get to and from school safely and on time. The Bus Driver will

review the student roster to ensure the student is riding the approved bus and getting off at the assigned bus stops, except when the district has approved alternative arrangements. They are to stay familiar with safe driving practices and protocol. Bus Drivers are required to only travel on authorized route, while maintaining a consistent schedule and only stopping at assigned stops. Bus Drivers may assign seats to keep order. Serious violations are reported promptly to the Building Principal and/or Director of Special Education.

Bus Monitors/Teacher Aides Responsibilities

Teacher Aides who monitor a school bus are responsible for reasonable and acceptable behavior of students while riding the school bus. Active supervision helps keep students safe and promotes positive behavior. Teacher Aides move throughout the bus to communicate and engage with students, observe and become familiar with student behavior. Teacher Aides will assist the Bus Driver with student attendance. Teacher Aides may assign seats to keep order. Serious violations are reported promptly to the Building Principal or Director of Special Education.

Scheduling and Routing

Bus routes are authorized by the Board of Education under the recommendation of the Superintendent of Schools. Any request for a change must be submitted to the Superintendent or his/her designee.

*Designee is the Director of Human Resources

Transportation shall be provided to meet the needs of the students of the District within specific limits and areas established by the Board of Education.

1. Students residing within the Village limits shall walk to school unless a bus stop is provided. If a bus stop is provided, students may walk to their assigned bus stops. All school bus stop locations will take into consideration the safety of all children.
2. The District will make every effort to minimize the need for students to cross the road. Students should not cross the road to board the school bus if not required to do so. If the designated bus stop requires the student to cross the road, the student must wait until the bus comes to a complete stop and red lights are flashing. Even when lights are flashing, student must be aware of traffic and look to the right and to the left before crossing. If the driver blows the horn, this is a warning for the student, and the student must immediately return to the starting point.
3. Transportation will only be provided on roads that are maintained by village, town, county or state departments. Transportation will not be provided on private property, dead ends, or roads that are unsafe and do not have adequate space for a proper turnaround.

4. Parents are responsible for assisting the student to the bus stop and home from the bus stop. Education Law 3635 requires that students be provided transportation if they live more than two miles (K-8) and three miles (9-12) from the school. Students cannot be asked to travel further than this to the bus stop, unless the school board determines the conditions of the student's road are hazardous for school bus travel.

The District may choose to provide a higher level of service.

Distances to pick up points may vary. Generally, low grade levels will not be required to walk distances in excess of one-half mile and secondary grade levels will not be required to walk distances in excess of one mile.

5. During the summer bus routes are reviewed and adjustments are made based on changing demographics. These adjustments may change the previously assigned bus, pick up time/drop off times or bus stop. To minimize disruption once the school starts, please contact the dispatcher or the main office with any student changes prior to the start of the new school year. Once these routes are established, after the first two weeks of the school year, there should be few changes or delays throughout the remainder of the year. Please be patient, and know that we will make every effort to address your concerns.

Video surveillance cameras are being used on all transportation vehicles at all times. Students' pictures and conversations may be recorded. Students found in violation of rules could be subject to disciplinary action in accordance with the district's code of conduct. Video surveillance is considered confidential and are for use by district staff and will not be released to a third party except as required by law.