



# Transportation

## Frequently Asked Questions

### **Q. How do I qualify for transportation in Teaneck?**

- Courtesy busing is provided for pupils in grades PK-4 who live more than 1.3 miles from school (Non-Public/Private students K-4)
- Pupils in grades 5-8 who live more than 2 miles from school
- Pupils in grades 9-12 who live more than 2.5 miles from school
- Physically handicapped and special education, if required via IEP or 504 plan

### **Q. How is the distance between a student's home and school measured?**

- In accordance with guidelines posted by the new Jersey Department of education, measurements are determined by the shortest distance along public roadways or walkways between the entrance to the student's home and the nearest public entrance of the school building. This measurement is for eligibility purposes only and is not necessarily the travel path to or from school. To accurately pin-point exact distances, the Teaneck Board of Education uses the industry-leading software: Transfinder.

### **Q. When do I receive my student's bus assignment for the year?**

- Non-Public/Private school parents will receive a determination letter in the mail by August 1, annually
- Parents of public school students will receive a letter or phone call the week preceding the start of school

### **Q. How do I apply for Non-Public/Private School Transportation?**

Obtain the "Application for Private School Transportation" (B6T) from the administrative office of the school your student attends. Once completed, forms are to be submitted back to the student's school no later than March 10 preceding the school year for which transportation is being requested. An application received after March 10 is considered late. Eligible students will receive transportation or aid in lieu of transportation based upon the date the application is received by the public school.

**Q. What are the limits on nonpublic school transportation?**

- The school must be a nonprofit school
- The school must be located within the state
- The school must be located no more than twenty miles from the student's home
- The cost of the transportation may not exceed the annual maximum expenditure set by law each year (\$1,000 for the 2020-2021 school year)
- Students must be in grades kindergarten through grade 12
- Students must meet the entrance age requirements in the resident public school district.

**Q. What is Aid in Lieu?**

“Aid in Lieu” is a payment in lieu of the Board of Education providing transportation for Non-Public/Private, Charter or Choice school students. Before paying Aid in Lieu the Board of Education first must advertise for a public bid to try and secure bussing. If no qualifying bid is received then the district may pay the parent Aid in Lieu of transportation.

**Q. How much do I receive from Aid in Lieu?**

The Aid in Lieu amount for the 2020-2021 school year is set at \$1,000 per student. However, if the Governor determines that schools must be closed due to the COVID-19 pandemic the Aid in Lieu will be prorated to include only the days that in-person school was in attendance.

This payment amount is defined according to state guidance and requirements, and is equal to the maximum allowable seat cost.

**Q. Why would a bus route fail to be renewed?**

The Teaneck Board of Education contracts vendors to provide the majority of our transportation routes. Annually, the transportation vendor and Board of Education decide if the existing routes are equitable to renew. Many factors can effect this decision; including per-pupil costs exceeding the maximum allowable by the state, contracted amount is no longer profitable to the vendor, difficulty filling driver positions, and changes in school location or arrival/departure times.

**Q. What happens if my bus route does not get renewed?**

If either contracted party determines the route is no longer equitable, it is not renewed. At that time, a new route must be advertised for in a public bid. If a qualified bid is received, the route will be awarded to the lowest responsible bidder.

The Board of Education may also use the services of a Coordinated Transportation Service Agency or CTSA to bid for routes on our behalf. These agencies often have a larger pool of contractors that bid with them; increasing the likelihood of securing routes.

If still no bid is received, Aid in Lieu will be paid to the parents of Non-Public/Private, Charter or Choice school students according to state guidance and requirements.

**Q. Where can I purchase subscription busing?**

Subscription busing may be purchased, if available, from the Teaneck Board of Education. Inquiries should be made through the secretary of your student's school.

**Q. How can I get an alternate bus stop?**

A Parent may request an alternate stop form from the secretary of your public school. Alternate stops must be five days per week. Child Care Provider forms must be completed by the parent/guardian and submitted to the school of attendance for approval. Alternate stops may not be approved if the bus does not already have the requested stop existing.

**Q. How can I place a complaint about my transportation service?**

To report a bus incident please go to: <http://www.teaneckschools.org/Transportation.aspx> and select "Report a Bus Incident". Incidents will be responded to within the same business day they are received. In the event of a true emergency please contact 911.

**Q. Who do I contact if my bus is late?**

Your first point of contacts should be the bus company providing your service or your child's School Secretary /Transportation Coordinator. If you are unable to reach either of these priority contact points, you may also call the Teaneck Transportation Coordinator at 201-833-5505.

**Q. What is an Emergency Evacuation Drill?**

The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.

**Q. What COVID-19 safety provisions are being implemented for the 2020-2021 school year?**

- All Students riding the bus must wear face coverings (masks) for the entirety of the bus ride
  - Any student is not wearing a mask will not be permitted onto the bus
  - Any student who is caught taking their mask off while riding the bus will receive a suspension of busing privileges
- Parents must take students temperature and assure they are healthy before boarding the bus
- Students will board the school bus by filling the back rows first, and then progress forward
- When leaving the bus, students will exit in the opposite order
- Seating has been assigned to ensure that practices are followed consistently
- Siblings will be assigned to sit together
- Windows will be cracked open to provide better ventilation
- School buses will be cleaned daily and disinfected between routes
- Drivers will wear masks at all times while on the bus and have daily health checks
- Signs posted to reinforce social distancing and hygiene rules

**Q. What is being done to ensure that students are safely transported to and from school in Teaneck?**

- School buses are inspected at least twice each year by special school bus inspection teams from the New Jersey Motor Vehicle Commission.
- Bus drivers must undergo a physical examination every two years, a criminal background check is completed upon initial employment and at the time of renewal of their CDL, and submit an annual driver's abstract (i.e., a history of motor vehicle violations).
- The Transportation Coordinator shall ensure that anyone driving a school vehicle used to transport students to and from school and school related activities meet all of the requirements of N.J.S.A 18A:39-17,18,19,and 20 and all New Jersey Department of Transportation rules governing school bus drivers.
- The Transportation Coordinator shall ensure that anyone driving a school vehicle hold a valid Commercial Driver's License with appropriate endorsement(s) for the class and type of vehicle operated.

- The Transportation Coordinator will file the Annual Certification of School Bus Drivers Report with the County Department of Education. Contractor service providers submit their own forms to the County as required by the bid specifications.
- Random drug and alcohol testing of bus drivers shall be conducted in accordance applicable regulations. Contracted service providers inform the district of such tests that they perform.

## **Q. What are the Bus Safety Rules?**

### **RULES FOR WAITING AND ARRIVING**

1. Be on time! (The bus must keep to schedule to ensure the safety of all pupils)
  - a. Arrive 10 minutes ahead of your scheduled bus stop time
  - b. Allow extra time to walk to bus stop in bad weather
2. Dress for the weather: Wear clothing that is safe, visible, and warm
3. Walk facing traffic: Stay on the sidewalk when available
4. Don't talk or go with strangers
5. Never stand in the roadway while waiting for the bus
6. Do not play at the bus stop or school loading zone
7. No pushing or fighting at the bus stop
8. Do not move towards the bus at the loading zone until the bus has come to a complete stop
9. Avoid crowding or pushing while loading onto the bus
10. Do not destroy or damage surrounding property while waiting for the bus

### **RULES WHILE ON THE YELLOW SCHOOL BUS**

1. Listen to and follow all instructions of your school bus driver
2. Remain seated (with your seatbelt fastened) while the bus is in motion
3. Keep aisles clear; stow bags under the seat
4. No yelling, loud talking or behavior that distracts the driver will be permitted
5. Never throw things in, out, or at the bus
6. Wait until the bus comes to a complete stop, before standing up to exit
7. No illegal drugs, alcohol, fire arms, ammunition, explosives, matches, lighters, weapons and any object that would interfere with safe transportation will be permitted on the bus
8. Do not litter, damage seats, or otherwise vandalize the bus
9. Keep arms/head inside the windows
10. No eating, drinking, chewing gum or smoking on the bus
11. No fighting, spitting, swearing, teasing, provoking others, or inappropriate conversation
12. Do not open the school bus windows

## RULES FOR CROSSING OR LEAVING THE YELLOW SCHOOL BUS

1. Always cross in FRONT of the bus, never behind
2. Walk forward along the side of the road (10 Giant Steps) until you can see the driver's face
3. Look at the driver and wait for the signal to begin crossing. Walk straight until you are even with the outer edge of the bus and stop
4. Listen, and LOOK BOTH WAYS (LEFT—RIGHT—LEFT) for any moving traffic. Keep looking and listening. When the road is clear, cross quickly--do not run.
5. If the driver blows the horn, go back to the side of the road and wait for the driver to signal again
6. If you drop something near or under the bus, ask the driver to help you get it
7. NEVER go after anything rolling or falling near or under the bus or the road!

### **Q. What are the Teaneck Board of Education's Emergency Accident Procedures?**

- In the event of an accident or vehicle failure the following procedures will be implemented:
  - A. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator or designee, of the district providing the transportation.
  - B. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
  - C. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
    1. If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
    2. If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
  - D. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
    1. If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.

2. If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- E. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- F. The following notifications must be provided:
1. The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  2. The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
  3. In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  4. The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.

***Additional safety regulations can be located on the [Teaneck Board of Education website](#).***