

**Oswego
City
School
District
K-12
Transportation
Handbook**

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TRANSPORTATION OFFICE

6:00 A.M. - 5:00 P.M.

Thomas Gunn, Transportation Supervisor 341-2900
 Gail Conzone, Dispatcher 341-2900
 Andrew Germain, Dispatcher 341-2900
 Timothy Bristol, Head Mechanic..... 341-2902

SCHOOLS

Oswego High School 341-2200
 Oswego Middle School..... 341-2300
 Fitzhugh Park Elementary School 341-2400
 Kingsford Park Elementary School 341-2500
 Minetto Elementary School 341-2600
 Frederick Leighton Elementary School 341-2700
 Charles E. Riley Elementary School..... 341-2800

BUSINESS OFFICE

Peter Colucci, Assistant Superintendent for Business
 8:00 A.M. - 4:00 P.M.
 341-2006

DISTRICT OFFICE

David N. Fischer, Superintendent of Schools
 8:00 A.M. - 4:00 P.M.
 341-2001

HOME TO SCHOOL ELIGIBILITY REQUIREMENTS

Resident students of the City School District of Oswego are eligible for transportation under the following mileage limitations:

Kindergarten - All kindergarten students are eligible for transportation no matter how far the distance is from their legal residence to the school they attend.

Grades 1 - 6 - Students must live one half mile or more from the school they attend and within their legal attendance zone to be eligible for transportation.

Grades 7 & 8 - All students are eligible for transportation regardless of the distance they live from the Oswego Middle School.

Minetto School Students - All students are eligible for transportation regardless of the distance they live from Minetto School. Students must reside within the Minetto attendance zone.

Grades 9 - 12 - Students must live 1 mile or more from the school they attend to be eligible for transportation.

ALTERNATE TRANSPORTATION ELIGIBILITY REQUIREMENTS & APPLICATION PROCESS

Alternate transportation is a busing service for students who require transportation to baby-sitters or daycare centers before and/or after school. This is permitted by Board of Education policy according to the following guidelines:

1. For the purposes of these guidelines, a before and/or after school child care location shall be defined as a place other than the child's home where care for less than 24 hours a day is provided on a regular basis for a child who attends school within the district. This shall include a variety of child care services such as day care centers, family day care homes, and in-home care by non-relatives provided that these facilities are also located within the school district boundaries.
2. The mileage restrictions listed above apply equally to transportation to before and/or after school child care facilities.
3. All parents/guardians who wish to request alternate transportation must apply for the service in writing using the alternate transportation form. Forms are available at the school district transportation office. A sample of this form is located in the Appendix of this handbook on page 10.
4. Students utilizing this service will **not** be picked up or dropped off at different points on varying days of the week. Only one pickup/drop-off point will be assigned by the school transportation office. An exception will be made if it involves the same bus route.
5. Any changes made in existing transportation requests must be made in writing before the change can be effected.
6. New residents of the district must apply for transportation within 30 calendar days after establishing residency.
7. The District will not provide transportation across elementary attendance zones unless the child care provider is registered under section 309 of Social Services Law. Parents/guardians who wish to utilize such a child care provider must submit proof that the child care provider is registered as such. Parents are strongly encouraged to use a child care provider that is located within the attendance zone of the school the child attends.
8. After the first day of school, transportation will be initiated within five (5) school days of receipt of this application.
9. The deadline for application for alternate transportation is September 30. Applications will not be approved beyond that date unless the student can be transported on existing bus routes or unless the student is new to the district.
10. Approved alternate transportation will remain in place until one of the following occurs:
 - a. cancellation by the applicant,
 - b. a change in circumstance (example: new address, new child care provider),
 - c. a change in the school of attendance,
 - d. a change in the child's schedule,
 - e. a change in existing school policy.If any of these take place, the child's transportation assignment will be updated, utilizing the child's address of record, and in accordance with existing eligibility guidelines established by the Board of Education.

EMERGENCY TRANSPORTATION PROCEDURES

Students who are originally eligible for transportation may ride the bus from points other than their assigned pickup or drop-off point *when an emergency situation exists*. In order to do this, parents must write a letter requesting same to the Principal of the school the child attends. The Principal will then issue a temporary emergency bus pass to the student. The student should give this pass to the bus driver when he/she boards the bus. Bus drivers will only allow students who are assigned to their bus route to ride the bus unless a bus pass is presented. Parental notes to the bus driver are not accepted as a replacement for a temporary emergency bus pass. A sample of this pass is shown below.

Contact the school with changes in address, phone number and emergency transportation information.

STUDENT DISCIPLINE

Riding the school bus is a privilege, so good student behavior is very important. **One of the leading causes of bus accidents is driver distraction due to misbehaving students.** Good behavior is also important because students have a right to ride the bus without being harassed by misbehaving students.

The school district takes great pains to maintain proper student conduct on the buses. It is a team effort that requires the cooperation of students, bus drivers, parents, and school administrators. To this end we ask for your assistance and advise you of the following procedures that will be put into action to address student misconduct.

ADMINISTRATIVE PROCEDURES FOR DEALING WITH INFRACTIONS OF TRANSPORTATION RULES:

First Offense: If the offense is relatively minor, the bus driver will attempt to resolve the problem first. The driver may talk to the offending student, may assign the student a seat, call the student's parent, or handle the matter as he/she deems appropriate.

Second Offense: The bus driver will refer the student to the school Principal utilizing the "Bus Discipline Referral Form." The Principal will talk to the student and send a copy of the "Bus Discipline Referral Form," home to the student's parent. A copy of the "Bus Discipline Referral Form" is found in the Appendix.

Third Offense: The Principal may suspend the student from transportation for up to 5 school days.

Depending on the severity of the offense, the Principal may also recommend a Superintendent's Disciplinary Hearing to consider a longer term suspension from transportation.

Fourth Offense: The Principal may suspend the student from school for up to five (5) days.

Depending on the severity of the offense, the Principal may also recommend a Superintendent's Disciplinary Hearing to consider more than five (5) days suspension from school

Fifth Offense: The suspension up to 5 days of school and request a Superintendent's Disciplinary Hearing to consider a longer term school suspension.

- Note:
- #1. The Transportation Office and the child's parent(s) are notified in writing of all disciplinary decisions.
 - #2. In cases of vandalism to school buses or district property, the student will be required to make restitution for the cost of repairing district property.
 - #3. In the cases of more serious offenses, (i.e. possession of a weapon, alcohol, or drugs) the Principal may skip any of the steps outlined above and move to an immediate short term suspension or recommend a Superintendent's Disciplinary Hearing.

SAFETY

The Oswego 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.

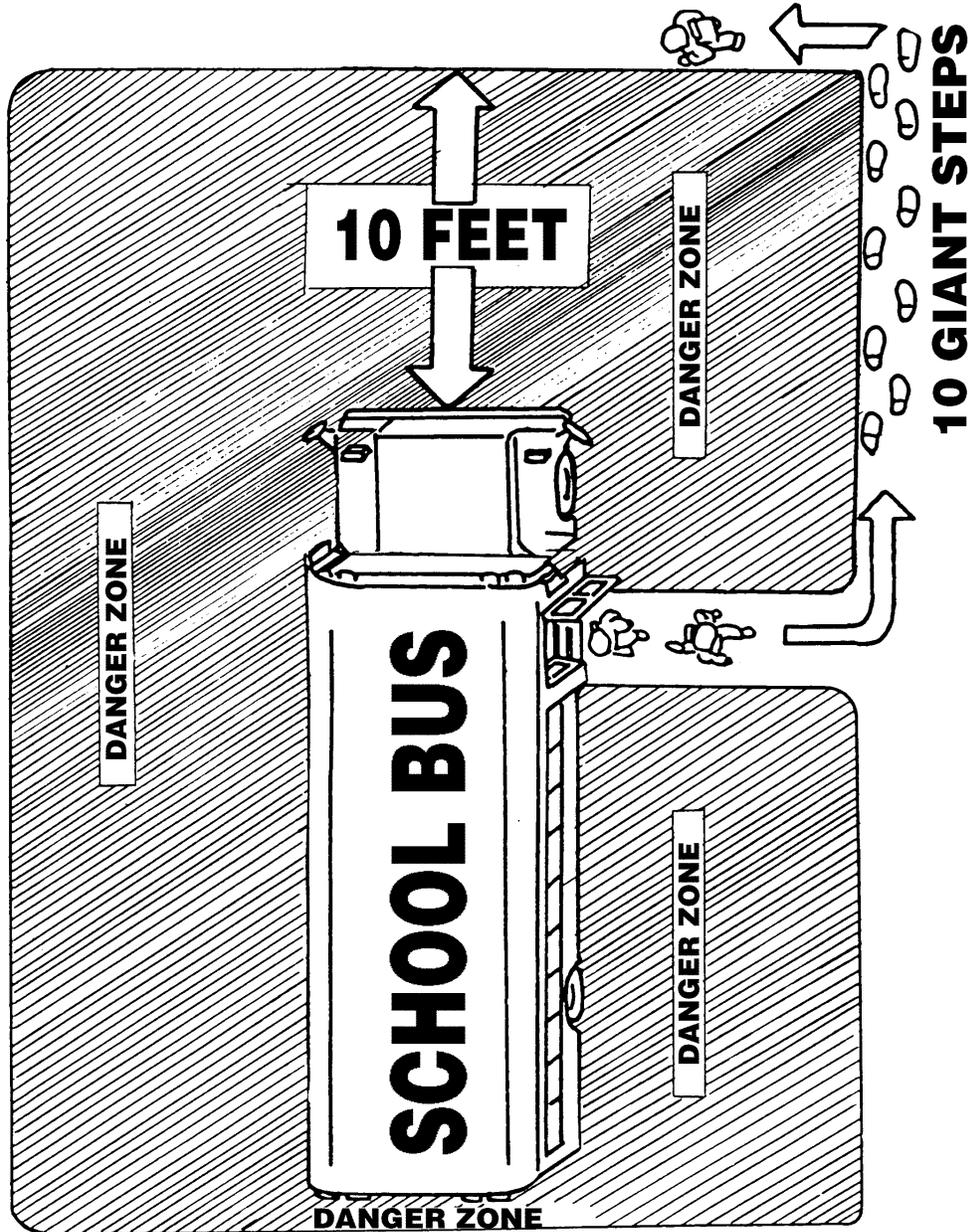
We ask that you carefully review with your child the safety information contained on the following pages

Riding the Bus is a Privilege!

- **Students should arrive at the bus stop at least five minutes ahead of the scheduled pickup time. After suitable warning, students that are not at the bus stop may be left behind.**
- While waiting for the bus, stay out of the roadway, but do not stand or wait on lawns or private property.
- 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 in Appendix)
- 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 a trash bucket in the front of the bus and all trash should be deposited there when you exit the bus at your bus stop.
- 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.
- **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(ren).**



**If you observe unsafe driving practices
call the Transportation Office at 341-2900
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 City School District of Oswego 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. Eating is permitted on field trips if a lunch stop cannot be scheduled into the trip itinerary. Ideally, teachers should schedule time to stop so eating on the bus is not necessary. If students eat on the bus, it is the responsibility of the students, teachers, and chaperones to pick up all trash and dispose of it properly. Glass containers are **not** allowed.
5. Luggage may not be carried on the bus in such a way that it would interfere with passenger safety and comfort. Also, luggage may not be stored in the aisle or in front of emergency exits.
6. 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 City School District of Oswego 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. Instruction and performance of the drill is coordinated by the Transportation Supervisor. No emergency drills are conducted when buses are enroute. 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 a public school prior to drop-off at the 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, and reflectors

BUS ACCIDENTS

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 Transportation office and support is sent to the scene. 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 others 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**

RULES AND REGULATIONS FOR BUS ACCIDENT INSURANCE COVERAGE

The New York State No-Fault Insurance Law requires that bus accident claims be submitted to the parents' personal family automobile insurance carrier first. In other words, if a student on a school bus is injured in an accident, the automobile policy of the parent, not the school district, is responsible for the student's injury claim in the first instance. Only if the family has no auto coverage is the school district's

carrier responsible for primary coverage.

Parents should notify their personal insurance carrier immediately in the event that their child is injured in a school bus accident. This law should have no direct effect on an individual's automobile insurance premiums. However, check with your own insurance agent.

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 flashing. 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 possibly 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. **When weather conditions are adverse, parents are asked to stay tuned to the local radio and television stations for details on school delays or closings. Do not call the transportation office for details because it adds to the already heavily used phone lines.** It is usually quicker to obtain information by monitoring radio or television stations, or accessing the school district website (www.oswego.org)



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.

Schools are closed at the discretion of the Superintendent of Schools. If the closing occurs before the start of the day, the radio stations will be informed at approximately 5:30 A.M. When weather conditions are threatening, listen to radio and television stations for school closing information.

If schools are closed during the day, students will be sent home on the same bus they rode to school on. If other arrangements are required it is the parents responsibility to contact the school with alternate emergency go home instructions. The school will see to it that your child boards the correct bus.

The following is a list of radio and televisions stations that announce school closings and delays for our school district.

Local Radio Stations:

WSGO 1440 AM 105.5 FM
WRVO 90.0 AM
WZZZ 1300 AM
WZOS 96.0 FM

School District Website:

www.oswego.org

Pulaski Radio Stations:

WSCP 1070 AM

TV

WIXT TV-9, WSTM TV3, WTVH TV5

Syracuse Stations:

Radio

WNTQ 93Q
WHEN 62 AM
WSYR 94 FM,
WBBS 57AM, 94.5 FM, 104.7 FM
WAQX 95X, 95.7 FM
WJPZ 89

OPERATION BUS STOP

Operation Bus Stop is a program which provides all incoming kindergarten students with a bus riding experience prior to the first day of school. School buses actually go out to the student's home sometime in late August, pick up the new kindergarten students and transport them to the school they will be attending in the Fall. Students may then tour the school (this is optional as some elementary schools do not provide this), hear a bus safety presentation, and will be transported back to their homes. A bus attendant is available on the bus to assist the students. Sorry, parents are not allowed to participate!

sign up for the service. Parents will be advised of the pickup and drop-off time for their child in early August. Parents of students outside the city limits are asked to tie a yellow flag around a stake or their mailbox to assist the bus drivers in finding their homes. Rural students will be assigned a pickup point in front of their homes. Students living in the city will be assigned a pickup point on a street corner near their home.

The deadline for registration is the first day of August prior to the new school year.

If you wish to have your child participate in Operation Bus Stop it will be necessary to contact the transportation office to

All students are encouraged to participate to minimize the first day jitters !

OPERATION BUS STOP



APPENDIX

- 1. Alternate Transportation Form
- 2. Bus Discipline Referral Form
- 3. School Bus Safety Alert
- 4. How to Cross Safely Poster

City School District of Oswego
 120 East First Street, Oswego, NY 13126

Alternate Transportation Request

Date _____

Student Information

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Legal Home Address: _____

Telephone #: _____ School Attending: _____

Child Care Provider Information

Name of child care provider: _____ Licenced with D.S.S.? Yes No

Child care provider address: _____

Description/geographical location of child care facility _____

Telephone #: _____

Attendance area of child care provider: _____

Alternate Transportation is required: From: (Start Date) _____ To: (End Date) _____

Is Alternate Transportation yes no P.M.? yes no
 needed in the A.M.? no no
 Parent Transport Parent Transport

Please contact the school with emergency/early dismissal information

Parent/Legal Guardian Signature: _____

Please send total form on to Transportation Department

Transportation Office Use Only

Student I.D. # _____ Cross Attendance: yes no

Request Approved: Request Denied: Effective Date: _____

A.M. Stop # _____ P.M. Stop # _____	Reason for Denial: _____ _____ _____
--	--

A.M. Route #: _____ Pickup Point: _____

Transfer #: _____ Stop Location: _____

P.M. Route #: _____ Drop-off Point: _____

CC: Transportation - White Copy
Home School Principal - Yellow Copy

Date Received _____

By: _____

Please write legibly or print. Bear down to complete all copies.

Oswego City School District Bus Discipline Referral

Student's Name _____ Date of Incident _____

Name of Building _____ Grade _____

Bus # _____ Trip: A.M. Noon P.M. Bus Was: Moving Stopped

Bus Location: In School Yard On Road Other _____
(Explain)

Did driver witness event? Yes No Other witness names? _____

Description of what happened and action taken by driver: _____

Previous action taken by driver: _____

Driver's Signature _____ Date _____

Reviewed by Transportation Supervisor _____

Disposition of the Case (Principal)

- The student has been sufficiently warned so that there should be no recurrence. Report immediately if behavior does not improve.
- Parents contacted and their help solicited. Date Called Letter Conference
- Transportation privileges suspended for _____ (days), Restored on _____ (date)
- Detention(s) assigned (days) _____
- Student suspended from school _____ (days); Return to school on _____ (date)
- Other/Comments _____

Signature of Administrator _____ Date _____ Check (✓) here if parents are to sign and return.

Parent's Signature _____

White Copy - Principal Green Copy - Teacher Yellow Copy - Parent Pink Copy - Trans. Ctr. Goldenrod Copy - Driver

PARENTS: IMPORTANT SCHOOL BUS SAFETY ALERT

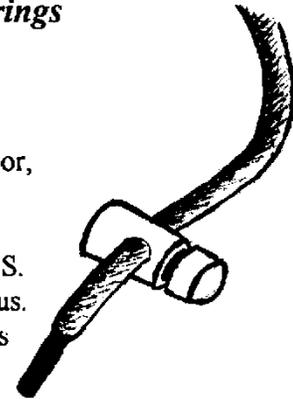
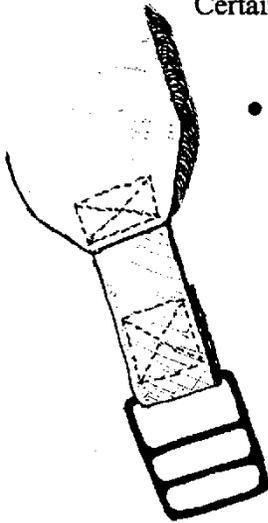
HELP US PROTECT YOUR CHILDREN AS THEY TRAVEL TO AND FROM SCHOOL

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 backpack 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.



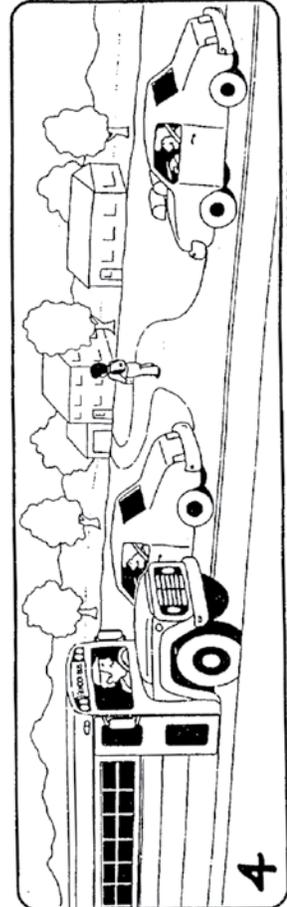
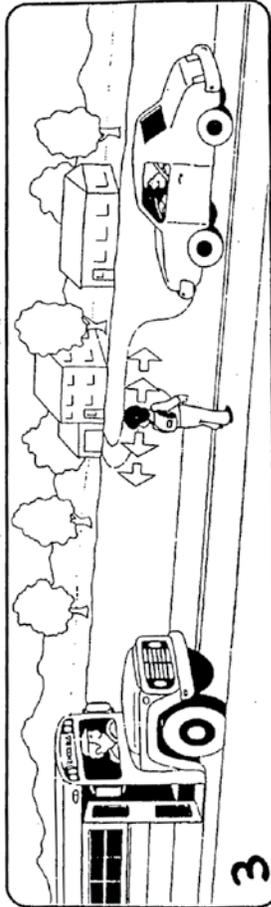
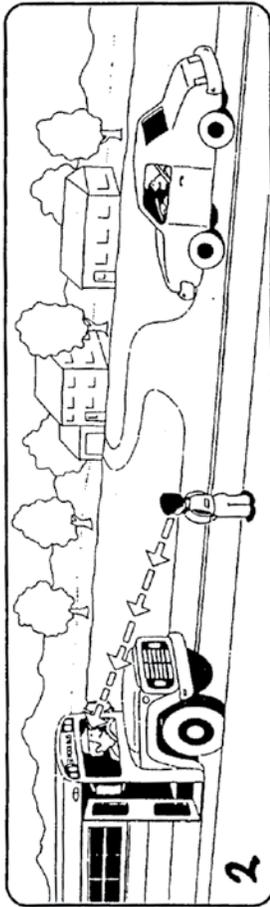
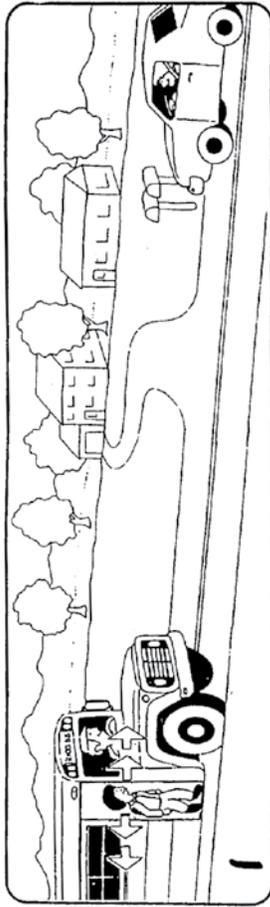
Please take the time to check your children's clothing to make sure it is safe. Remove drawstrings from clothing whenever possible - at least, cut off drawstring tabs and knots.

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.

HOW TO CROSS SAFELY



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Oswego City School District
120 East First Street
Oswego, New York 13126

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