

Millburn Central

Bus/Transportation Procedures for Students

The Board of Education provides transportation to and from school for every student in the school district. Bus routes will be mailed with the August Bulletin Board. Periodic schedule changes do occur. When sufficient time is available, notification will be made by memo to parents. Should you have any questions regarding this information, please contact the school and ask to speak to the Transportation Coordinator.

A "Student Bus Registration Form" must be completed for every student who will be riding a Millburn School bus. No child will be permitted to ride a bus any time unless a form has been completed and is on file with the Transportation Department. The information you provide on this form is considered permanent and your child will be assigned to a bus based on the location of pick up and drop off. Changes to these arrangements will only be accepted on a monthly basis received by the 25th of the month and will become effective the first school day of the following month. Submitted change requests are subject to the approval by the Transportation Department. Changes will only be accepted in writing on our "Request for Transportation Change Form". For the safety of your children, we will not accommodate attempts to make changes by phone. Please request a change form in advance. One is included in the back of this handbook. We will accept this form by fax. You will be notified if the change cannot be made.

Each child is assigned to a bus and must ride that assigned bus as scheduled. We are not able to transport students to friends' homes for play dates, parties, scout events, school group projects, etc.

Improper conduct on the bus will result in the loss of the bus riding privilege. Upon the suspension of the bus riding privilege, parents are responsible for transportation to and from school. All school rules pertaining to student conduct are applicable when riding the school buses. Review with your child the bus rules listed in the Parent/Student Handbook. Please help enforce these rules for the safety of your child and all the children riding the bus.

Once your child's bus stop has been established based on the information provided on the Student Bus Registration Form, we cannot accommodate changes to your child care arrangements. Should your schedule change, you must make arrangements to pick your child up at school or meet him/her at the bus stop by the caregiver.

In an effort to decrease last minute calls to the office regarding your child's transportation home, reminders to students about after-school activities, etc., please try to discuss any arrangements with your child before coming to school. You may also write a note with any information the teacher or the office will need to make sure your child is where he/she is supposed to be. With enrollment on the rise, messages into the classroom are time-consuming, confusing, and each one requires a classroom interruption. If it is necessary, you may call the school before 1:00 p.m. to adjust your child's transportation for the day.

Students must be waiting **AT THE BUS STOP** (not in a garage or doorway) at least 10 minutes before the designated pick up time.

Bus numbers **DO NOT** coordinate with route numbers. For example, your child may ride on a bus with the number 5 on the side. However, his or her route number may be 10. Students must look for the colored numbers in the window to the left of the bus door. Please be aware that more than one Millburn school bus may enter your subdivision or drive down your street at any time.

If your child in grades K-4 misses the first bus pick up, they **MAY NOT** get on the bus that picks up the grade 5-8 students later. Other transportation arrangements must be made either by a parent, neighbor, friend, or relative driving the student to school. Also, grade 5-8 students **MAY NOT** ride the earlier route unless special arrangements have been made with a teacher.