

## TRANSPORTATION

### Policy

It is the policy of the Trumbull Board of Education to operate school buses in accordance with Connecticut General Statutes and Regulations for the operation of school buses.

The decision to create a walk route, bus stop, or bus route rests with the Transportation Manager and shall be based on a student's place of residence and, in part, on special conditions as defined within the regulations of this policy.

It is the responsibility of the parents/guardians to develop alternate plans for unexpected emergencies when they are not able to meet their child at the bus stop when returning home from school. These plans, developed by the parents/guardians, should be reviewed with the child, including acquainting them with designated adults the parents /guardians might select as well as houses they should go to in an emergency.

Elementary school principals will send letters/forms to parents/guardians regarding weather related early dismissal procedures, which will be kept on file at the student's school.

Parents/guardians should be familiar with bus rules intended to support the safe transportation of students. Parents/guardians are encouraged to review these rules with their children and reinforce that they should act accordingly. This includes AM and PM travel to and from home to school, and conduct at the bus stop, and time spent on the bus.

Adopted: 3/28/78  
Revised: 9/19/95, 1/10/96,  
9/96, 9/8/98,  
08/19/03, 11/13/12

**Regulations**

I. Walking Distance and Duration

The linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the residence to a point at the entrance to the school grounds located within one hundred feet of a school building entrance; or the route from the point on the public thoroughfare nearest the residence to the school bus stop established by the Board of Education.

The maximum student walking distance and duration, either to school or to a bus stop is as follows:

- A. Elementary Schools                      All students are transported by bus
- B. Middle Schools                            Not to exceed one and one-quarter miles
- C. High School                                Not to exceed one and one-half miles
- D. Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

II. Students Exempt from Walking Distance Regulations

All kindergarten, elementary, and preschool students shall be provided bus transportation to a school designated by the Board of Education. All special education and those handicapped students so designated by the Planning and Placement Team shall be provided bus transportation to a school designated by the Board of Education. Parents, who wish to refuse transportation and wish their children to continue to walk to school, must do so in writing and must be in direct contact with the principal on an individual basis. Alternate arrangements must be agreed to by all parties.

III. Secondary Students Living Within Designated Walking Distance

Secondary students who live within the designated walking distance and whose route meets the Special Conditions listed within this Section shall be provided school accommodations. School accommodations shall include, but are not limited to, bus transportation, crossing guards, traffic lights or signs, raised walk areas or any combination thereof, as the Board shall designate in accordance with this Transportation Policy.

Special Conditions:

Any street, roadway, or highway that does not have a sidewalk or raised area and upon which a student walks to and from school or to or from a designated bus stop shall be considered to have a special condition if the following conditions exist:

- A. For secondary students the absence of a traffic light or stop signs or crossing guards where streets intersect and have a traffic count which exceeds 240 vehicles per hour during the time that the children are walking to and from school.
- B. The presence of a visual obstruction caused by hill, curve, structure outcropping, land form, planting, or some other obscuring object which may be safely negotiated by vehicles only at speeds under fifteen miles per hour.

**Regulations cont'd.**

- C. A roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of less than twenty feet.
- D. A student enrolled in grades 6 through 12 is required to walk to and from school at any time prior to one-half hour before sunrise or after one-half hour after sunset as the result of the opening and closing of the regular school day.

IV. Residence

No accommodations, as outlined in this policy, will be provided relative to any location other than a student's residence unless the Transportation Manager determines that such accommodations will not interfere with the timely and efficient operation of the existing routes.

V. Out-of-Town Transportation

- A. Any resident under twenty-one years of age who is attending a state vocational or magnet school shall be eligible for transportation.
- B. A student who is placed for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

VI. BUS STOPS

- A. Bus stops shall be established by the Transportation Manager in accordance with walking distances or durations, safe walking routes to bus stops and other safety concerns.
- B. Kindergarten children's bus stops are to be designated within sight of parents' properties unless they are assigned to a bus stop with student(s) in any of grades one through five in which event the provisions of VI-A above shall apply. All Kindergarten students will be dropped off at their assigned bus stops and must be met by a parent/guardian/caregiver or will be returned to his/her home school. In the event a student is returned to school more than three times due to a parent/guardian/caregiver not being available to meet him/her at the bus stop, the principal will address the issue with parent/guardian/caregiver and may result in forfeiture of afternoon bus privileges. Note: Paragraph VI-B above is not meant to indicate that any student has the responsibility for another student.
- C. AM Pick up times are expected to be within +/-5 minutes of the established schedules, except for the first stop of the day which will begin at the designated time. Within this window, bus drivers are not required to wait for students at the assigned stop.
- D. Parents/guardians of elementary school children will receive a letter from the school regarding alternative plans for emergency situations (Appendix C, D-1,2).
- E. Door-to-door transportation shall be provided to disabled and preschool students so designated by the Planning and Placement Team (PPT).
- F. Bus stops will not be designated in dead-end or cul-de-sac streets unless the walking route along said street is determined to meet Special Conditions, or exceeds the walking distances, as stated in Regulation I, or Section VI, Bus Stops.

**Regulations cont'd.**

- G. Notwithstanding the provisions of this Section, no bus stops shall be designated in a dead-end street if the following conditions exist:
1. The circumference of an existing cul-de-sac does not permit the assigned bus to turn around without backing up; and
  2. The location of a side street is such that it does not permit the assigned bus to back up in a straight line for the purpose of turning around; regardless if the conditions set forth in VI-B are satisfied.

VII. Emergencies

It is the responsibility of the parents/guardians to develop alternate plans for unexpected personal emergencies when they are not able to meet their child at the bus stop at regular dismissal times. These plans, developed by the parents/guardians, should be reviewed with the child, including acquainting them with designated adults the parents/guardians might select as well as houses they should go to in these types of emergencies. Elementary principals will send parents/guardians a letter reiterating the need for parents to have alternate plans if they are not able to meet their child at the bus stop at regular dismissal times (Appendix C).

In cases of early dismissal due to inclement weather or emergency situations, parents/guardians should develop an emergency plan that will be submitted to and kept on file at their child's school (Appendix D-1, D-2). The intention of this plan is to minimize phone calls to the school and to avoid confusion by being able to remind children of your plan.

VIII. TLC Students

The Board of Education may provide transportation service for TLC students. When this service is provided, it will be on a non-interference basis with the school district's bus routes and schedules.

IX. Changes/Concerns

To submit a request for a bus stop change or to report incidents/concerns with bus transportation, a Transportation Action Report (Appendix A) must be completed and returned to the Transportation Office by hand, mailed, faxed or e-mailed.

Acknowledgement of the request will be made within 48 hours, the final resolution of which depends on the nature of the problem.

X. Appeals

- A. Parents, guardians, students at majority, and any agent or officer whose duty it is to compel the observance of the laws may appeal any administrative decision related to walk routes, bus stops or bus routes.

**Regulations cont'd.**

B. Appeal Procedure:

1. The person(s) making the request shall notify the Transportation Manager by completing and submitting the Transportation Appeals Form (Appendix B) requesting an appeal hearing.
2. Within ten (10) days after receipt of the Transportation Appeals Form (Appendix B), the Transportation Manager will notify the person(s) requesting the appeal of the appeal hearing date.

C. Transportation Appeals Board

1. Charter: to hear, review, and arbitrate transportation problems described in the Transportation policy and regulations not resolved by the Transportation Office.
2. Membership: A representative of each of the following: PTA Council, Trumbull Police Department and Policy Advisory Committee and up to three (3) members at large from the community.
3. Hearings: As required (convened by the Transportation Manager).
4. The Appeals Board representing the Board of Education shall hold a hearing within ten (10) days following receipt of a written request. The granting of such hearing shall not constitute an admission by the Board of Education that it has failed to furnish proper school accommodations.
5. A tape recording shall be made of such hearing.
6. The decision of the Transportation Appeals Board will be provided by the Transportation Manager within ten (10) days after the hearing.
7. Such hearings shall be conducted in accordance with provisions of Section 4-176e and 4-180a, inclusive, and Section 4-181a, of the Connecticut General Statutes.

**References**

- Section 4-177, Contested cases, Notice, Record, General Statutes of Connecticut
- Section 4-176e, Agency hearings, General Statutes of Connecticut
- Section 4-180a, Indexing of written orders and final decisions, General Statutes of Connecticut
- Section 4-181a, Contested cases, General Statutes of Connecticut
- Application to court upon agency failure, General Statutes of Connecticut
- Section 10-186, Duties of local and regional boards of education, Hearing, Appeal, General Statutes of Connecticut
- Section 10-220, Duties of boards of education, General Statutes of Connecticut

**TRUMBULL BOARD OF EDUCATION/TRANSPORTATION DEPARTMENT**

6254 Main Street  
Trumbull, Connecticut 06611  
Telephone: (203) 452-4321  
Fax: (203) 452-4334  
[www.trumbullps.org](http://www.trumbullps.org)

**TRANSPORTATION ACTION REPORT (TAR)**

Contact/Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade \_\_\_\_\_ Route: \_\_\_\_\_

Telephone #(s): Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Description (check one):  Incident \_\_\_\_\_  Inquiry  Request  
Date of Incident \_\_\_\_\_

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(The sections below are to be completed by the Transportation Office.)

Driver's Report:

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Preliminary Action:

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Final Conclusion:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\* Please mail the completed form to the above address or fax to the number listed above.  
(11/13/12)

**TRUMBULL BOARD OF EDUCATION  
Trumbull, Connecticut**

**TRANSPORTATION APPEALS FORM**

DATE \_\_\_\_\_

1. Parent/Guardian: \_\_\_\_\_  
(If this request is made on behalf of more than one family, only the name of the person to whom correspondence is to be directed should be given.)

2. Address: \_\_\_\_\_

3. Telephone #(s) Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

4. Name of Student(s):

<u>Name(s)</u>	<u>Grade(s)</u>
_____	_____
_____	_____
_____	_____
_____	_____

5. School Attended: \_\_\_\_\_

6. Bus Route #: \_\_\_\_\_ Current Bus Stop: \_\_\_\_\_

7. Request (Including Requested Bus Stop):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Signature: \_\_\_\_\_  
(If more than one family is to be a party to this request, the signature of the person named in No. 1 should appear here. All other signatures must be included below)

_____	_____
_____	_____
_____	_____
_____	_____

Please Return To:  
TRANSPORTATION MANAGER  
Trumbull Public Schools  
6254 Main Street  
Trumbull, CT 06611

Date: \_\_\_\_\_ (11/13/12)

**ELEMENTARY SCHOOL LETTERHEAD**

Dear Families of Elementary Students:

Welcome back to the new school year. We know that you have much on your mind while trying to make this a successful beginning for your child(ren). We ask that one more item be added to your back to school preparation list.

Kindergarteners and many other students need the guidance and reassurance of being met by an expected adult at their bus stop when returning home from school. We know our parents are very responsive to this need, but on rare occasions or because of an unexpected emergency, you may not be able to meet the bus or your child(ren) may find themselves unexpectedly home before you. All Kindergarten students will be dropped off at their assigned bus stops and must be met by a parent/guardian/caregiver or will be returned to his/her home school. In the event a student is returned to school more than three times due to a parent/guardian/caregiver not being available to meet him/her at the bus stop, the principal will address the issue with parent/guardian/caregiver and may result in forfeiture of afternoon bus privileges.

It is imperative that alternate plans be in place. Thoroughly review these plans with your child including acquainting them with designated adults you might select and the houses they should go to in an emergency. Plans that are walked through and reviewed on a regular basis make your child(ren) feel safe and secure in this situation.

Thank you for your support.

Sincerely,

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Building Principal



ELEMENTARY SCHOOL LETTERHEAD

Dear Families of Elementary Students:

Occasionally, inclement weather or emergency situations make it prudent for the safety of students to have a delayed opening or an early dismissal. Delayed openings are generally ninety minutes; early dismissal is usually at 12:55 p.m.

Parents/guardians are automatically registered with the Trumbull Public Schools' alert system and will receive phone calls, email and text notifications regarding early dismissal, delayed opening, and school closing. You should also listen to the local radio stations (WICC, 600 AM: Star 99, 99.9 FM and WEBE 108, 107.9 FM); watch local TV stations (Channel 8, 17); or consult the district website: [www.trumbullps.org](http://www.trumbullps.org) for more information. You can also register with [www.ctweather.com](http://www.ctweather.com) to receive an email upon every delayed opening, early dismissal or school closing.

We ask that you do not call the school; as well, the school will not call you for an early dismissal due to weather or emergency situations. When a decision is made to dismiss school early, all notes which were received that morning regarding dismissal become void and the directions you have indicated below will go into effect. Also, please tell your children that when school closes early, all after-school activities are cancelled.

We would like you to develop an emergency plan for early dismissal due to inclement weather or emergency situations with your child; write it on the second page of this letter and please return to your child's teacher immediately. The Principal will sign the form and return a copy to you for your records. The intention of this plan is to minimize phone calls, so please do not make a phone call part of your plan. Children can get confused and thus alarmed if they are not sure what to do or where to go. With a written plan in our hands, teachers will be able to remind children of your plan so that they feel better. Even if some plans change, this should help teachers reassure students and keep phone calls to a minimum.

To be prepared for such an emergency you may want to implement a family plan such as:

- Give your children 3 to 5 homes to go to in the neighborhood, in a certain order.
- Show them where an extra house key is kept.
- Remind them to go to the designated neighbor.

Rehearse this plan with your child(ren) until they are comfortable with the plan. If inclement weather is predicted for the day, please review your plan once again with your child(ren).

Thank you for your efforts to make these emergency situations calm and safe for children.

Sincerely,

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Building Principal

(11/13/12)

**PLEASE RETURN THIS TO SCHOOL - THE PRINCIPAL WILL SIGN THE FORM AND RETURN A COPY TO YOU**

**WEATHER-RELATED OR EMERGENCY SITUATION EARLY DISMISSAL PROCEDURE**

This is the procedure I want \_\_\_\_\_ to follow for early dismissal due to \_\_\_\_\_ School Name inclement weather or emergency situations. Please check one.

Child's name \_\_\_\_\_ Grade \_\_\_\_\_ Room# \_\_\_\_\_

Go Home on Bus

My child will be picked up by me or a designated adult (names on file in office) at 12:55 p.m.

Carpool

Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

**Note: Only one option per day!!**

**In cases of early dismissal due to inclement weather or emergency situations,** if my child is to go home on the bus and I am not home, he/she has been told to go to neighbors as follows:

1.(Name of Neighbor)	2.	3.
(Address)		
(Phone)		

**This does not apply to personal emergency situations when you are not able to meet your child's bus at the normal 3:20 p.m. drop-off. Parents must develop an emergency plan with their child for those times they are not able to be at the bus stop at 3:20 p.m. to greet their child.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal Signature

(11/13/12)