

Hanover Township Public Schools

TRANSPORTATION DEPARTMENT

Dear Parents/Guardians,

Welcome to the **2016-17** school year beginning **Tuesday, September 6, 2016**. All busing information is located on the reverse side of this correspondence. Stop times are computer map generated and may be adjusted frequently to meet specific changes. **Students must be at designated bus stops 10 minutes earlier than scheduled. Arrival times fluctuate up to 10 minutes earlier and/or later than scheduled due to traffic, weather, additional riders and/or any other reason beyond our control.**

Kindergarten parents/guardians must meet his/her child at designated bus stops upon the afternoon return trip from elementary school! Advanced written request is required to designate another responsible adult to meet your child at the bus stop. If you and/or your designee are not present at the bus stop to meet your child, the bus driver will return your child back to school. It will then become your responsibility to pick-up your child from his/her school office.

STUDENT TRANSPORTATION 12 IMPORTANT RULES TO DISCUSS WITH YOUR CHILD:

- 1) Always be ready 10 minutes earlier than scheduled at your designated bus stop.
- 2) Never run toward any bus that is clearly in motion.
- 3) Stand far back from the roadway until your bus has arrived and fully stopped.
- 4) Board the bus in an orderly fashion. Be patient, do not push and/or shove any other student.
- 5) Remain in your assigned seat with your seatbelt fastened tightly for your personal safety.
- 6) Do not yell, shout, stand, fight and/or disrupt other students at any time.
- 7) Eating, gum chewing, and/or drinking is prohibited while riding on board the bus.
- 8) Stow away any backpacks, instruments, etc in the 20x10x10 area underneath your seat.
- 9) Keep all emergency door and window exits clear of any body parts and/or personal items.
- 10) Obey the bus driver's instructions at all times while on board and/or exiting the bus.
- 11) Cross 15-20ft in front of the bus and await driver's safe signal before crossing any roadway.
- 12) Never crawl under a bus to retrieve any dropped item. Always notify the driver of your intentions.

Students are reminded that all school rules, including a prohibition of harassment, intimidation, and/or bullying of students, are in effect and will be strictly enforced while riding on the school bus! The privilege of riding on the school bus might be denied to any student who proves to be a chronic disciplinary problem.

The Hanover Township Board of Education Transportation Policy permits specified bus stop changes providing that all of the following criteria are met:

- 1) Advanced written notification of your request must be received by mail and approved by the Transportation Coordinator along with the Superintendent of Schools.
- 2) In some instances it might be necessary to provide legal documentation for any specific change.
- 3) Changes where students are picked-up and dropped-off at a **same** designated bus stop on the **same** scheduled bus route **5** days per week is usually acceptable. Local daycare scheduling is only acceptable for Pre-K students!
- 4) Varying days of the week including morning and afternoon differentials are not-acceptable.
- 5) Different bus stop pick-ups and drop-offs **same** day, **same** bus and **same** route are allowed only with prior parental written notification signed by the School's Principal. Ridership on different buses is prohibited.

If you should experience a continued problem with your bus route and/or bus stop, please contact the Transportation Department at 973-515-2444. Additional information: www.hanovertwpschools.com.

Best regards,

Michael A. Raucci
Transportation Coordinator

"A Community That Inspires Excellence"