



NEW HAVEN PUBLIC SCHOOLS



ESCUELAS PÚBLICAS DE NEW HAVEN

*Guidelines  
for  
Student  
Transportation  
Services* | *Reglamentos  
para los  
Servicios de  
Transportación  
al Estudiante*



# Guidelines for Student Transportation Services

Revised July 2021

# NEW HAVEN PUBLIC SCHOOLS

## 2021- 2022 Board of Education

Yesenia Rivera, President • Matthew Wilcox, Vice President

Dr. Edward Joyner, Secretary • Mayor Justin Elicker

Darnell Goldson • Larry Conaway • Dr. Tamiko Jackson-McArthur

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Important Phone Numbers			
Superintendent	(475) 220-1000	Parent Engagement	(475) 220-1063
School Choice/Enrollment	(475) 220-1430/31	Transportation	(475) 220-1600
Youth, Family, & Community Engagement	(475) 220-1734	Communication	(475) 220-1591
Pre-Kindergarten	(475) 220-1463/1482	Adult Education	(203) 492-0213
Special Education	(475) 220-1760	School Volunteers	(475) 220-1373
College & Career Pathways	(203) 946-8821	Bureau of Nursing	(203) 946-6364

### Stay Connected!

More information – [www.nhps.net](http://www.nhps.net)

United Way of Connecticut Free Infoline – Dial 211

New Haven Promise - [www.newhavenpromise.org](http://www.newhavenpromise.org)

NHPS App – Search “New Haven Public Schools” ([iTunes](#) or [Google Play](#))



NewHavenPublicSchools

New Haven Public Schools is committed to providing an open, welcoming, safe and supportive environment for all students, parents and families. To this end, we encourage all of our families to communicate with us and to play a role in shaping positive school climates that foster learning and personal growth of children, regardless of background, language, or immigration status. The district and our schools are committed to treating all students and parents with fairness and respect and will not discriminate against family members for any reason.

ALLNEW HAVEN PUBLIC SCHOOLS/FACILITIES ARE DRUG-FREE ZONES  
UP TO ONE THOUSAND (1,000) FEET IN ALL DIRECTIONS FROM THE BUILDING

LEGISLATIVE SECTION 845A OF TITLE 21, UNITED STATES CONGRESS SEC. 21a 267, CONNECTICUT GENERAL STATUTES

Text Telephone/Teletype (TT/TTY) services for the deaf and hearing impaired: Dial 7-1-1

Upon request, pertinent publications will be enlarged for the visually impaired.

**Please be advised that policy and procedures may be updated during the course of a school year. A current copy of the Student-Parent Handbook will be available upon request from the school principal.**

# New Haven Public Schools

This handbook has been developed to provide students and parents with a summary of important New Haven Board of Education policies and procedures. This handbook is not intended to be all-inclusive and does not contain all of the rules, regulations, directives and policies of the New Haven Board of Education. The entire policy manual is on file at each school and is available for review upon request of the Principal. All violations will be investigated and appropriate disciplinary action will be dispensed if needed, including the possibility of suspension, and/or expulsion, and/or referral to police and/or other appropriate agencies. All policies, including the newly developed Unified Code of Conduct, are in compliance with the Constitution of the United States, the State of Connecticut, Federal and Local policies. Please contact your school principal or the office of the superintendent for further information.

## Text of Relevant Laws

### **Title IX of the Education Amendments of 1972 (Federal)**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

### **Title VII of the Civil Rights Act of 1964 (Federal)**

“It shall be an unlawful employment practice for an employer  
(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment because of such individual's sex or,  
(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of such individual's sex.”

It is the policy of the New Haven Board of Education not to discriminate on the basis of race, color, national origin (in accordance with Title VI of the Civil Rights Act of 1964), sex (in accordance with Title IX of the Educational Amendments of 1972) or handicap (in accordance with Section 504 of the Rehabilitation Act of 1972) in any of its vocational educational programs or regular academic programs or activities.

The following vocational programs are offered; technology education, business technology, life management, school to career opportunities, and health assistance.

### **Connecticut Human Rights and Opportunities Act - (Connecticut General Statutes Section 46a-60(a)) -**

“It shall be a discriminatory practice in violation of this section:  
“(8) For an employer, by the employer or the employer's agent, for an employment agency, by itself or its agent, or for any labor organization, by itself or its agent, to harass any employee, person seeking employment or member on the basis of sex or gender identity or expression.”

A summary of course offerings, vocational opportunities, and admission criteria is available from the Guidance Department at the high schools.

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NEW HAVEN PUBLIC SCHOOLS GUIDELINES  
for  
STUDENT TRANSPORTATION SERVICES

## Purpose

The Superintendent of Schools has mandated that a safe, orderly learning environment will be provided for all students and it is the policy of the New Haven Board of Education to provide safe, orderly, efficient transportation to all who are eligible. State Law (Public Act 83-119) grants to boards of education the authority to suspend transportation of any student whose conduct, while awaiting or receiving transportation to or from school, endangers persons or property or is in violation of publicized policy of such board. Accordingly, the following procedures will be adhered to regarding student conduct while waiting at or near a bus stop or riding a school bus.

## Transportation Distances

The New Haven Public Schools has established the following guidelines in reference to the busing of pupils to and from the assigned schools. Transportation will be provided for students in grades:

- K-8 who live more than half (0.5) a mile walking distance from the assigned school;
- 9-12 who live more than one and one-half (1.5) miles walking distance from their assigned school;

However, the right to free transportation is dependent on the student's good behavior while waiting for and riding on school buses. Suspension and/or termination can be a consequence of poor behavior.

# RESPONSIBILITIES

## RESPONSIBILITIES OF PARENTS

- Review bus transportation rules and regulations with their children.
- Complete Services Agreement form and return to school principal.
- Work with bus driver and principal to resolve problems.
- You or a responsible adult so designated by you must be at the bus stop at dismissal time to receive your child. (If there is an unexpected problem on a given day, you must contact your child's principal to make alternative arrangements).
- Pre-kindergarten, kindergarten or first-grade children will NOT be let off the school bus in the afternoon without a responsible adult at the stop to meet them. The Child will be returned to the school for a designated adult to pick up.
- Any adult other than the parent or guardian must be on record with the school. Please contact your school principal for details concerning this.
- All parents of pre-k, kindergarten or a first grader must sign the Transportation Services agreement (pink).
- Parents who fail to meet their child at the bus stop will be sent a written warning.
- Parents who fail to meet their child a second time will have their child suspended from bus transportation for three days and will be responsible for transporting their child to and from school.
- If a third violation occurs, bus transportation for your child will be terminated for the remainder of the year, an officer from the New Haven Police will visit the parent's home, and a DCF (Department of Child & Family Services) referral will be made.

## RESPONSIBILITIES OF STUDENTS

- Obey and follow all rules and regulations of the Transportation Department and the New Haven Board of Education.

## RESPONSIBILITIES OF DRIVERS

- Maintain communication with principal regarding misconduct of students.
- Speak to individual(s) involved in misconduct to request cooperation. Assist in the resolution and prevention of problems.
- If Step 2 fails, take steps to correct the problem by filling out appropriate disciplinary form.
- Submit completed form to principal as soon as possible, providing as much information as possible regarding violation.
- Telephone principal as soon as possible for SERIOUS student misconduct to inform him/ her of the incident. (Disciplinary form should be completed and forwarded to principal as soon as possible following incident.)
- NEVER suspend students from bus transportation at any time. Only principal can suspend.

## RESPONSIBILITIES OF TEACHERS

- Review rules and regulations with students as appropriate.
- Assist students, parents, principals, bus drivers with the resolution and prevention of bus problems

## RESPONSIBILITIES OF PRINCIPALS

- Maintain on-going communication with bus drivers, students and parents regarding student behavior. (Principal should greet buses in the A.M. and at dismissal time.)
- Distribute transportation rules and regulations to parents. Collect signed acknowledgments from parents indicating they have received and understand the rules and regulations.
- Review transportation rules and regulations with all students as often as possible.
- Inform and/or conduct conferences with students and parents regarding student misconduct whenever necessary to correct problems.
- Warn and/or suspend students for misconduct whenever appropriate. Meet with and/or notify parents PRIOR to suspending students.
- Assign seats to students when appropriate.
- Maintain records of all warnings, suspensions, parental contacts, conferences, etc.



# DISCIPLINARY PROCEDURES

The following process is to be followed for all “routine” student misbehavior EXCEPT serious violations such as smoking, fighting, etc. The principal may use his/her discretion at any step of the process when serious incidents occur. Parent conferences may be conducted at any level as appropriate, especially before or after a student is suspended from bus transportation.

Step 1 VERBAL WARNING (either by bus driver or principal.)

Step 2 WRITTEN WARNING (either by bus driver or principal.)

- a. Driver completes disciplinary form and submits to principal as soon as possible.
- b. Principal meets with student and informs parents.
- c. Principal mails disciplinary form home to parent and to appropriate personnel.

Step 3 SUSPENSION

- a. Principal completes transportation suspension forms, informs parent of suspension, and forwards suspension forms to parent and appropriate personnel. Students are NOT to be suspended from bus transportation until the parent is informed.

**1st Suspension** - length of suspension not to exceed three (3) days.

**2nd Suspension** - length of suspension not to exceed ten (10) school days.

**3rd Suspension** - length of suspension may exceed ten (10) school days or loss of transportation privileges for the remainder of the school year. Area director must approve of any suspension which exceeds ten (10) or more school days.

# NHPS BUS REGULATIONS

1. Only students eligible for transportation will be permitted to ride buses to and from school each day. Friends and guests are not allowed to ride the bus.
2. Riding the bus is a privilege. Pupils riding buses must obey all rules and regulations.
3. The driver is in charge of the bus and assigned seats. Students shall render the driver the same respect and courtesy given a teacher.
4. While waiting for the bus the student is to:
  - a. Get to the bus stop ten (10) minutes early. Tardy students will be left behind as the bus driver has a schedule to maintain.
  - b. Always stay back from the edge of the road; always stay off the traveled roadway.
  - c. Respect other people's property.
  - d. Do not push or shove while other people are waiting to get on the bus.
  - e. Do not throw objects.
  - f. Wait until the bus comes to a stop before approaching to get on.
5. When boarding or leaving a bus a student is to:
  - a. Step on and off quickly, quietly, and safely at only the front door (except in the case of an emergency).
  - b. Cross properly in view of the driver in front of the bus if crossing the street. WALK, don't run.
  - c. Beware of passing cars.
  - d. Wait until the bus has come to a complete stop before leaving your seat.
  - e. Follow the instructions of the driver.
6. While on the bus, a student is to:
  - a. Remain seated at all times until the bus stops for departure.
  - b. Keep arms, feet, and articles out of the aisles.
  - c. Never bring glass containers or glass articles on the bus.
  - d. Never throw items out of windows or on the bus.
  - e. Keep head and arms inside the bus.
  - f. Talk quietly and never play actively on the bus.
  - g. Help keep the bus clean.
  - h. Be silent when bus is crossing railroad tracks.
  - i. Do not shout, whistle, or gesture to anyone from the bus windows.
  - j. Keep hands to oneself.
  - k. Do not damage or deface the bus in any way. Those willfully doing so will pay forth damage and will be suspended from riding the bus. Report any damage observed to the driver.
  - l. Realize that school rules are in effect while students are on the bus.
7. Parent's responsibility in bus transportation is to:
  - a. Review bus regulations with the children.
  - b. Ensure that their children arrive at the bus stop each day prior to the arrival of the bus.
  - c. Provide forth necessary supervision of their children while going to or returning from the bus stop.
  - d. Work with school officials in seeing that children act responsibly and properly.
  - e. Make certain the parent or a designated adult is at the bus stop to meet handicapped children.
  - f. Students who persist in violating bus regulations may lose their bus riding privilege for the school year. Serious violations will result in immediate student bus suspension.

# TRANSPORTATION GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS

## RESPONSIBILITIES OF PARENTS

- Parents are expected to have students ready at least ten (10) minutes prior to the scheduled pick up time.
- Parents are expected to receive children or arrange to have a responsible adult at the designated drop off point. If a child is returned to school because no one received him/her, it is the parent's responsibility to arrange transportation home.
- Home telephone numbers and at least one emergency number must be made available to your child's school.
- In the event there is a family crisis, parents must assume the responsibility for notifying school officials and arranging alternative plans for us to return your child from school.

## RESPONSIBILITIES OF STUDENTS

- Remain seated at all times until the bus stops for departure.
- Do not remove the seat belts while the van is in motion.

## DISCIPLINARY PROCEDURES

The following procedures will be implemented if the rules mentioned above are not followed.

- **First Offense:** The parents/guardians are notified by a phone call, and a warning letter is sent to the home. The parent is responsible for getting the child to school the next day.
- **Second Offense:** Student will be suspended from his/her ride for three (3) school days and the parent is responsible for getting the child to school for those three (3) days.
- **Third Offense:** Student will be suspended from his/her ride for five (5) school days and the parent must supply his/her own transportation. A conference will be required involving parent and student before the student is allowed back on the bus. Continued offenses will lead to complete termination of bus privileges and the parent will have to find his/her own transportation to and from school. Failure to do so will result in school officials contacting DCF charging parents with child neglect.

# Interdistrict School Closings/Delays

*The following transportation procedures regarding school closings and/or delayed openings due to inclement weather will be in effect for suburban students attending New Haven Interdistrict Magnet Schools.*

## CLOSINGS

If New Haven Public Schools **are open** and you live in a suburban town where the school district has closed - **No AM transportation to New Haven** from the closed town will be provided.

## DELAYED OPENINGS

If New Haven Public Schools are on a delay, then there is a delay for suburban towns' transportation to New Haven based on the New Haven delay time. *If there is a difference in the length of a delay between New Haven and a suburban town, transportation will be based on the New Haven delay time.*

If New Haven Public Schools **are not** on a delay and there is a delay for a suburban town's transportation, then **No AM transportation will be provided** on that day for that town.

In the event of a delayed opening:

- Free field trips are automatically **cancelled**
- TAG buses are **cancelled**
- **NO** AM Head Start Transportation
- Out-of-Town is based on New Haven's Delay Time
- If a town is closed, then **NO** AM transportation will be provided.
- Out-placement - delay time will be according to the delay time of the town where the student is located.
  - If this town is closed no transportation
- Work Study - Transportation as normal
- ECA - Transportation as normal

## EARLY DISMISSAL

Dismissal times will ALWAYS be based upon New Haven's dismissal.

## Note to Families About Transportation

Parents should always use discretion when deciding whether specific conditions allow for safe travel of their children to school. Please be sure to make arrangements for your young children in case of school cancellation, early dismissal or cancellation of afterschool programs.

# REPORTS AND FORMS



NEW HAVEN PUBLIC SCHOOLS  
TRANSPORTATION SUSPENSION REPORT

Dear \_\_\_\_\_  
(Parent/Guardian Name)

Date \_\_\_\_\_

As you are aware all students in our school system who are transported to school are subject to all rules and regulations of the transportation department and the New Haven Public Schools.

Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

\_\_\_\_\_ has been cited for an infraction of the rules (checked below) and is hereby  
(Child's Name)  
suspended from bus transportation for a period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ for the reason(s) checked below.

- |  |   |
|--|---|
| <input type="checkbox"/> Disrespectful to bus driver, others | <input type="checkbox"/> Pushing/Tripping |
| <input type="checkbox"/> Refusal to follow directions        | <input type="checkbox"/> Littering        |
| <input type="checkbox"/> Profanity/Offensive Language        | <input type="checkbox"/> Fighting         |
| <input type="checkbox"/> Shouting/Screaming                  | <input type="checkbox"/> Smoking          |
| <input type="checkbox"/> Bothering/Teasing Others            | <input type="checkbox"/> Vandalism        |
| <input type="checkbox"/> Other _____                         |   |

COMMENTS:

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Previous Action(s) (If any):

Date

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please call the school to arrange a conference as soon as possible. Thank you very much.

Sincerely,

Principal

NEW HAVEN PUBLIC SCHOOLS  
TRANSPORTATION SERVICE COMPLAINT REPORT

Date \_\_\_\_\_

Time \_\_\_\_\_

Bus Company \_\_\_\_\_

Bus Number \_\_\_\_\_

Driver \_\_\_\_\_

School \_\_\_\_\_

Check off problem category below:

1. Suspected use of alcohol or drugs

2. Safety concerns

3. Abusive language or behavior

4. Rudeness of driver

5. Irresponsible behavior

6. Reckless driving

7. Physical handling of children

8. Missing stops

9. Early arrival:

Scheduled arrival \_\_\_\_\_

Actual arrival \_\_\_\_\_

10. Late arrival:

Scheduled arrival \_\_\_\_\_

Actual arrival \_\_\_\_\_

11. Other (describe below)

(Comments):

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Complainant \_\_\_\_\_ Phone \_\_\_\_\_



**NEW HAVEN PUBLIC SCHOOLS**  
**STUDENT BUS PICK UP AUTHORIZATION FORM**

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ (Kindergarten/First grade only)

I \_\_\_\_\_ (Parent/ Guardian), authorize the party/parties listed below to meet the above student at his/her designated bus stop each afternoon. I verify that the party listed below is a relative and/or authorized caretaker for the above student and is at least 12 years old. I also agree to hold the New Haven Public Schools, its board and /or their agents, servants, and employees harmless from any liabilities related solely to this authorized act. **PLEASE NOTE THERE IS A MAXIMUM OF 2 DESIGNEES TO TAKE THE STUDENT OFF THE BUS. ANY MORE THAN 2 DESIGNEES WILL RESULT IN THE FORM BEING DENIED.**

**PLEASE FILL OUT ALL SECTIONS**

Designees Name (print): \_\_\_\_\_

Age: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Designees Name (print): \_\_\_\_\_

Age: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_