

TRANSPORTATION AND SAFETY POLICY

It is the intent of the Westfield Public Schools to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts and regulations of the Registry of Motor Vehicles and Department of Education pertinent to transportation of pupils, and these govern any areas not covered by specific declaration of policy.

The following is the policy of the Westfield Public Schools:

In grades K-5, pupils residing one (1 ½) miles or more from school will be furnished transportation: in grades 6-12 pupils residing two (2) miles or more will be furnished transportation.

Accommodation will be considered for students on the basis of unusual circumstances and bus availability, at no cost to the city. Accommodation will be determined by the building principal and approved by the Superintendent or designee. Accommodation will be met once all procedures attached to this policy have been satisfied.

The safety and welfare of student riders will be the primary consideration in all matters pertaining to transportation. Every effort will be made to insure that transportation services operate efficiently and busses are punctual. Bus routes are to be structured so that the total time a student spends on the bus on a given day is minimal. Authorized bus stops are to be located at convenient intervals where students may board and leave the vehicles, cross highways, and await arrival of busses with the utmost safety allowed by road conditions. Emergency evacuation drills are to be conducted periodically during the school year to acquaint student riders with procedures in emergency situations.

When deemed necessary by the School Committee, monitors will be placed on busses transporting students. Monitors will be 18 years of age or older. Their duties will include maintaining order and safety of students while the bus is in motion and while students are boarding and leaving vehicle. Monitors shall escort students to the safety of the curb, making sure all students are away and clear of the bus before the bus departs from the stop.

Video cameras may be operational on any bus at any time.

The Westfield Public Schools is also concerned about the safety of students waiting at bus stops and those students who walk to school. Students are to walk to sidewalks whenever possible. Crossing guards are to be posted at intersections when needed and students are to cross under the direction of the crossing guards.

The School Committee requires that students behave appropriately and obey rules and regulations as established in the current Discipline Code. Parents are asked to review general safety rules with their children to help insure a safe environment to and from school.

The Superintendent of Schools is responsible for executing the Transportation and Safety Policy and regulations adopted to implement the policy. Exceptions to this policy may be made by the School Committee when it deems this action is in the best interest of the students and the City of Westfield.

Legal Refs.: M.G.L. 4:4, 0:5, 7:17A and C; 71:37; 71:45A; 71:68
71:71A; 71B; 5; 74:8A; 76:1; 76:14

Adopted: Date of Manual of Adoption

Amended: January 22, 2002

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PROCEDURES FOR TRANSPORTATION REQUESTS TO LICENSED DAYCARES

1. Accommodations will be considered for students only on the basis of the need for child care at a licensed day care.
2. Accommodations will be provided when space is available on existing busses. Under no circumstances will the city incur additional cost.
3. The parent/guardian must inform the principal of the intent and the reasons for the transportation request using the appropriate form.
4. Transportation from school will be submitted and approved on the designated form.
5. Transportation requests will be considered the third week of school and must be renewed annually.
6. The building principal will act upon the request and forward a recommendation to the Superintendent or designee for final approval.
7. The bus will stop at the existing stop closest to the licensed day care.

TRANSPORTATION REQUEST TO LICENSED DAYCARES

Parent's Name: _____ Date: _____

Address: _____ Telephone No. _____

Name of Student(s): _____ Grade: _____

Requesting permission for transportation to _____ School

Reason for request: _____

If reason is child care:

Name of after school care provider _____

Address _____ Telephone No. _____

Principal Recommended Approval _____

Transportation Director Recommended Approval _____

Comments: _____

Please initiate this request by submitting the above form to the principal of your child's school.

Parent's/Guardian's Signature

Date