

West Hartford Public Schools Transportation Office - 50 South Main Street, West Hartford, CT 06107
Telephone 561-6647 Fax 561-6929

TO: PARENTS – Please read and discuss the following important information with your child(ren):

Bus Company – First Student: (860)953-2030 or (860)953-2032

- **Bus Stops** are in a.m. route order, indicating where students are to board the buses. Students must consistently use the stop closest to your home. If a bus stop is not used for 5 consecutive days, the stop will be eliminated. Wait for the bus on the sidewalk or shoulder of the road. When boarding or leaving the bus, remain in an orderly line. Standing or walking behind the bus is prohibited as the driver cannot see you. If you drop something in front of the bus or near it, **do not** pick it up. Ask an adult to get it for you as the driver will not see you if you bend down to pick it up. While crossing the street when boarding or leaving the bus, walk to where you can see the driver and wait for a signal to cross, making sure you look both ways for cars.
- **Bus Rides** are an extension of the school day; behavior is expected to be the same as in the classroom. Each bus is equipped with a recording dvd & audio surveillance system. Failure to follow rules will result in disciplinary action by school administration up to and including removal from the bus. Keep your head, arms, and hands inside the bus at all times. Eating, smoking or fighting is not allowed on the bus. **Book bags, backpacks and instruments must be held in the student's lap. Skateboards are NOT ALLOWED on the bus.**
- **Bus Routes** are designed to pick up numbers of students at central bus stops. Students can walk up to the same mileage to a bus stop as to school – elementary including kindergarten, up to 1 mile, middle school students up to 1.5 miles, high school students up to 2 miles. This is the same mileage requirement student's not eligible for transportation must walk to school per the Connecticut State Department of Education, office of Legal & Governmental Affairs.
- Students are expected to be waiting outside at the designated bus stop dressed appropriately for the weather conditions. **If student(s) are waiting in your home or a car, the bus will not stop.** Students should be at the bus stop **regardless if it is located at a corner or a residence** at least ten minutes before the expected time. Expect that route schedules may vary when there is a substitute driver at any time during the year.
- **Students with crutches are NOT ALLOWED on the large buses. Special arrangements must be made through Pupil Services (860-561-6603).**
- **Driver's routes** originate from West Hartford Public schools transportation office only and will not honor parent requests. **The bus company is fined for making unauthorized route changes.** Unless a parent is picking student(s) up from school, students are expected to ride daily. The five day rule is enforced to help guarantee the safety of students. Allowing a student to be bused to location "A" on one or more days a week and location "B" for the remainder of the week is not permitted due to liability issues. Should the student or adult on either the sending or receiving location confuse the days and no one is available to meet the student, the student may be at risk as supervision may not be available. Drivers are not required to be responsible for any schedule other than to safely transport students to and from school.
- **Students may not ride buses other than the one they are assigned to ride. Students may not get off another stop on their own bus for afterschool visits. Any after school visits to other student's homes or to non school activities are the sole responsibility of parents. Bus drivers cannot accept parent notes for any changes.** Any requests for changes to routes due to 'safety issues only' must be approved by West Hartford Public Schools and must be requested in writing to the Transportation office of West Hartford Public Schools.
- **Day Care** - Transportation is provided to day care provider areas as long as the student is participating 5 days a week. The day care provider must be located within the school district the student attends and be more than the mileage required per grade level from the school. Forms must be submitted for each calendar school year.
- **Kindergarten students must be met at the bus stop by a responsible parent/guardian or they will be returned to school. Parents wishing another adult or an older child to be responsible for the kindergarten student must submit a request in writing to the Transportation Office.**
- **Late Buses** are provided by the West Hartford Public Schools to **all** middle and high school students who remain after school for school activities; including students who normally walk to and from school. The routes have scheduled stops that should be reviewed by the student to be sure a stop is established in your area prior to the activity.
- **Seat Belts** are not required in school buses as studies have shown that due to the school bus design of compartmentalization it is the safest mode of transportation for students. School buses are designed to accommodate 3 students per seat at the elementary level. Students boarding first must move toward the bus window to leave vacant seats for students boarding at later stops. **Thank you for your anticipated cooperation and have a great year!**