



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

Office of Pupil Transportation

SY 18-19

Effectively Transporting Newark Students

Vendor School Bus Company Training

February 21, 2019

Quanika Dukes-Spruill, M.A. Ed
Executive Director, Transportation Services



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"Transporting Students on the Road to Success!"

Professional Development Segments for Today

Quanika Dukes- Spruill – Executive Director, Transportation Services

Effectively Transporting Newark Students

The Newark Board of Education has unwavering goals in transporting our most precious cargo. Vendor staff will learn about these goals, and the District's expectations in pursuant to NJ Department of Education and Federal Department of Transportation guidelines

Dottie Croner– Supervisor of Transportation, Office of Pupil Transportation (OPT) & Gayle Hughes - Coordinator of School Transportation

Roles and Responsibilities in Transporting Students with Disabilities

Training is designed to provide information which will ensure the safe transport of students with disabilities specifically, understanding District, state and federal guidelines. This is an interactive segment designed to allow the transportation professional to ask questions as well as receive helpful tips.

Quanika Dukes- Spruill – Executive Director, Transportation Services

Creating Safe and Inclusive School Climates

More than two-thirds of bus drivers reported that they need additional training on how to address different forms of bullying—physical, verbal, relational, cyberbullying, and sexting—and in situations involving children being bullied because of sexual orientation, disability, race, gender, and religion.

Our Goals and Expectations for Student Transportation!

- **Safe**
- **Reliable**
- **Timely**
- **Efficient**



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Transportation Professionals contribute to academic outcomes

- If America's school buses were shut down it would take over 17 million additional cars to transport children to school
- For students who ride the school bus, the school bus Vendor Staff are the first authority figures that students encounter each morning
 - The positive (or negative) atmosphere on the bus can set the tone for the rest of the day

- ***It is the goal of the Newark Board of Education to improve the students' transportation experience!***



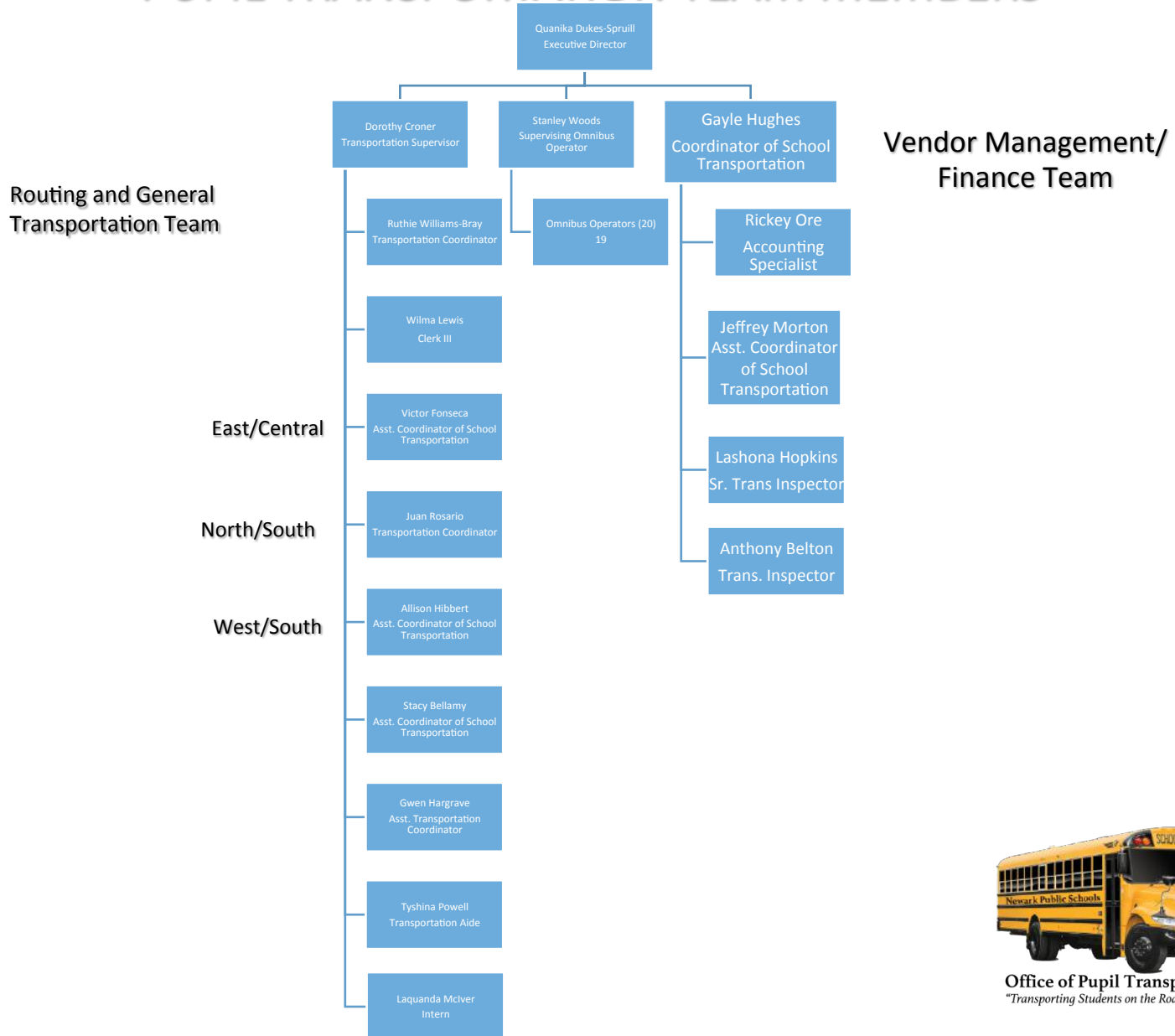
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Home to School Vendor School Bus Transportation

Pupil Transportation manages in-district home to school transportation (Newark Schools & Charter Schools)
ERESC will continue to manage OOD, Athletic, and School sponsored field trips

TASK	WORK INVOLVED
Routes	<ul style="list-style-type: none">• Create students' pathway to and from school• Manage efficiency efforts• Oversee communication needs with families and school/Central Office partners
Procurement Efforts	<ul style="list-style-type: none">• Prepare Routes for vendor bids• Quote (<i>find vendors for new requests</i>)• Invoice (<i>pay vendors</i>)
Management of NJAC 6A;27 Regulations	<ul style="list-style-type: none">• Vendor oversight & training as per NJDOE Regulations and District guidelines

PUPIL TRANSPORTATION TEAM MEMBERS



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Newark Students Eligible for Home to School Transportation

- **IEP/504 Accommodations**
- **Displaced/Homeless/DCPP custody**
- **ESL/Bilingual**

Over **4,500** students will board your vehicles for the remaining of the 18-19 School Year

New Routes Begin March 4, 2019

Elementary Students

High School

Pre-School

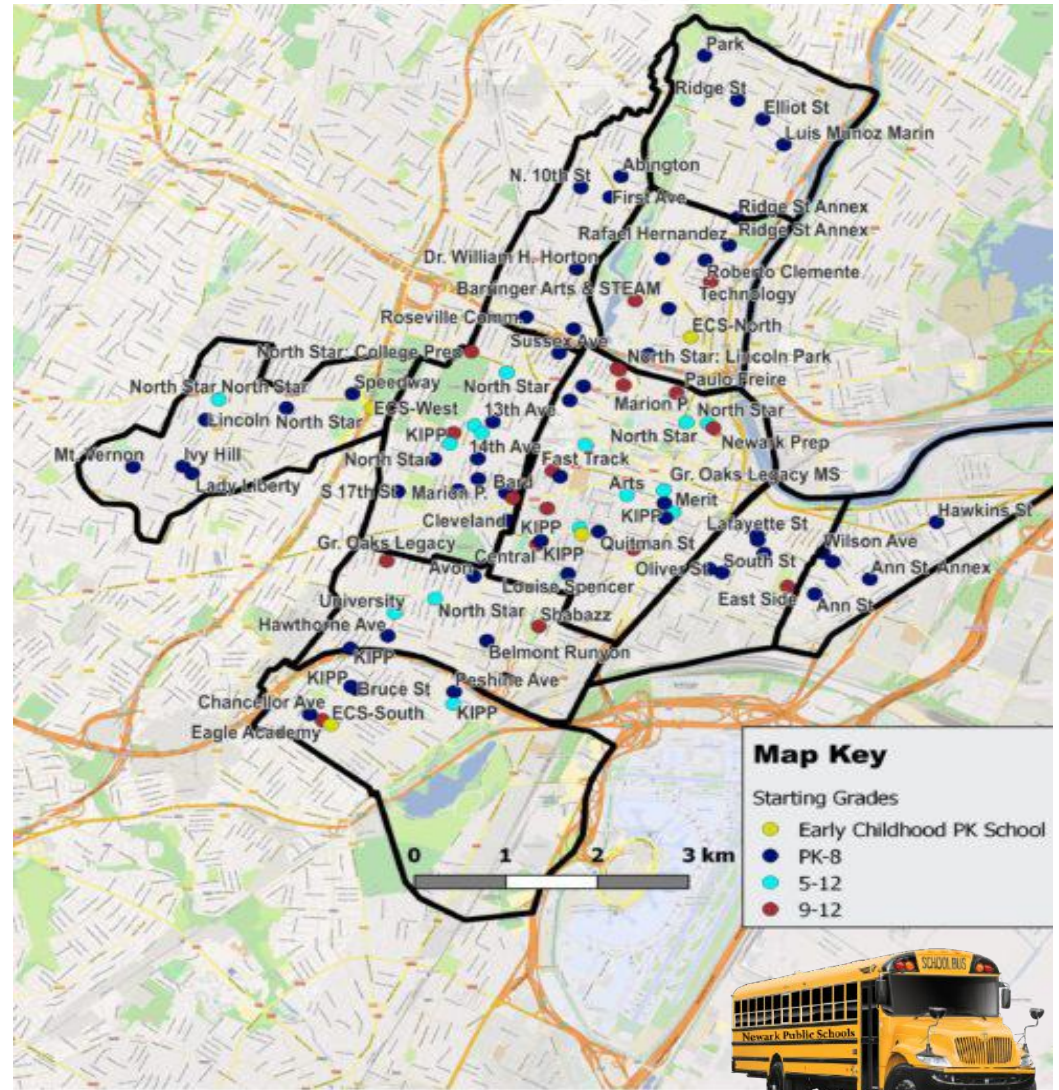
Charter School Students



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Newark Schools

SCHOOL	# of Students Transported September 2018
MCKINLEY	141
JOHN F KENNEDY SCHOOL	158
SOUTH SEVENTEENTH STREET	135
CAMDEN STREET ELEMENTARY	119
B.R.I.C.K. PESHINE ACADEMY	118
SPENCER MILLER COMMUNITY	117
THIRTEENTH AVENUE SCHOOL	112
LUIS MUNOZ MARIN ELEMENTARY	107
QUITMAN COMMUNITY	106
EAST SIDE HIGH SCHOOL	104
RAFAEL HERNANDEZ	104
CLEVELAND EIGHTEENTH AVENUE	101
NJ REGIONAL DAY SCHOOL	91
CENTRAL HIGH SCHOOL	90
DR. WILLIAM H HORTON ELEMENTARY	82



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Goals and Expectations for Student Transportation

- Clean and Maintained vehicles
- On time arrival
- Courteous interactions with parents and students
- Professional attire and appearance
- Transport on Time!
- Check your Roster – **Know your students**
- Implement seating strategies
 - **Boys/girls sit on opposite sides**
 - **Bus aides sitting in the back and/or middle of the vehicle**
- Report medical incidents and accidents immediately



Expectations of Vendor Staff Members

- ✓ **Contact parent/guardian when you receive a new student to transport**
- ✓ **Ensure that your company's phone number is correct and report changes**
- ✓ **Maintain the correct student roster**
- ✓ **Do not make modifications to your route – contact the District for clarity and resolution**
- ✓ **Do not make unauthorized transportation arrangements with parents or other parties**
- ✓ **Follow each school's individual transportation procedures (ex: pick up/drop off location at the school)**
- ✓ **Ensure that all specialized transportation needs are met (ex: car seats, aid to student ratio)**
- ✓ **Have on hand the school's phone number and contact individual**
- ✓ **Follow the school's bell times (do not drop off or pick up early)**

VENDOR STAFF EXPECTATIONS

- Drivers should not leave his/her station at the steering wheel of the vehicle without first stopping the motor, removing the key and setting the brakes
- Vendor Staff shall be in full charge of the school bus at all times and will be required to file a written report of unmanageable students with the District's Vendor Management Team on the prescribed Student Conduct Report form
- Vendor Staff should maintain professional conduct and behavior at all times
- Vendor Staff shall ensure no other person(s) will be transported on school buses other than students and employees of the district.

Transporting our Student Athletes & Students on Community Experiences

- Ensure that you are only transporting to the location that the District/ERESC provides – **Do not make unapproved stops**
- Our teams and schools depend and expect on time pick ups – **Communicate all issues as soon as they arise**
- Confirm transportation with the school upon accepting route
- Remain on site for the duration of the request
- Obtain phone number of the team's coach or lead chaperone
- Call the AD/School the day before to confirm transportation - including confirmation of bus size
- **When in doubt or if situations arise, reach out and communicate!**



Taking Control: Discipline Strategies

Managing Student Behavior on the School Bus

- Do not threaten the entire bus for the transgressions of a few.
- Individual behavior problems that do not affect other riders are best handled privately.
- Avoid threats or physical force. When a discipline problem is serious:
 - Do not try to handle it yourself. Refer it to the school principal and your supervisor.
 - Stop the bus in a safe place, stand up and speak to the offender(s) in a courteous but “I mean business” tone.
 - If you must change a student’s seat, move the student to a seat near you.
 - If necessary, call the principal or your supervisor. Do not start the bus until you get a response.
 - If you are near the school, return to school if the behavior is dangerous

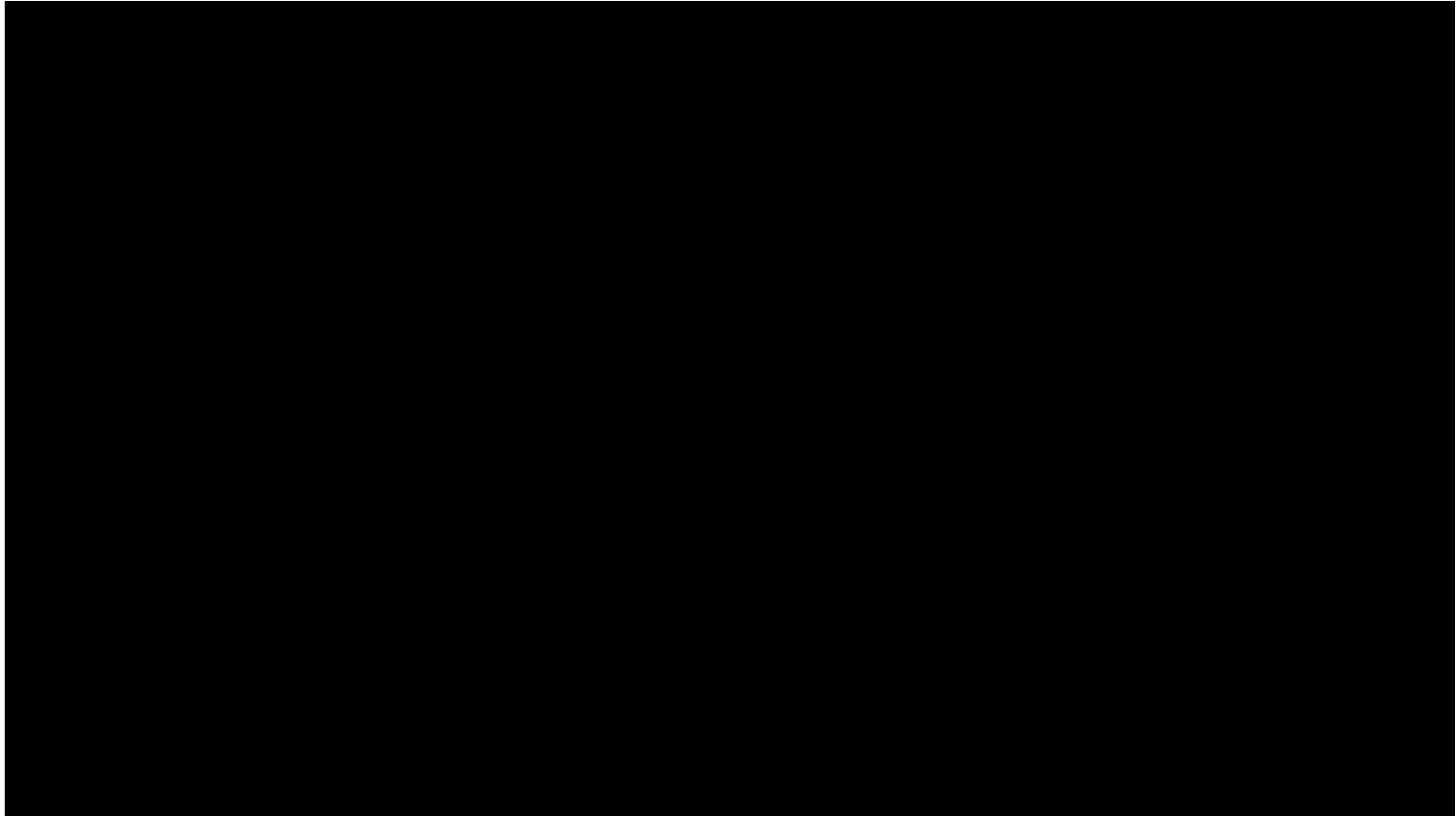
There are some things you never want to do while transporting students on your bus:

- Never put a student off your bus.
- Never lose your temper.
- Never use physical force.
- Never use profanity



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VENDOR STAFF EXPECTATIONS



<https://www.youtube.com/watch?v=Vath-6CYK5s>



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HIB-NJ LAW

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents

Suicide Related to HIB-NJDOE Update:

School staff members including employees contracted by the District are required to report non-identifying demographic information when the staff has reasonable cause to suspect or believe that a student has attempted or completed suicide, in accordance with N.J.S.A 30:9A-24

****It is your responsibility to report all suspected and confirmed acts of Bullying, Harassment and Intimidation***



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Anti-Bullying Definitions

- **Direct Bullying** - physical, verbal attacks, assault, destruction of property
- **Indirect Bullying** – shunning, spreading rumors, malicious practical jokes
- **Cyber/Electronic** – internet technology, social websites, texting, emails

***Three types of bullying include sexual harassment**



Reporting Protocol

If you witness bullying or are informed of bullying whether it occurs on the bus or the aftermath is discussed on the bus or in your presence, please take the following steps:

- Safe guard the victim
- Report incident to the your dispatch, Office of Pupil Transportation and a school official (HIB Specialist or Principal)
- **Complete an incident report!**



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Consequences for not Reporting Bullying

- A student may self-harm or harm others
- May result in legal ramifications for the school district
- May result in personal liability
- Negatively impacts school culture and climate and community



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Why report Bullying?

- Improves school culture and climate
- Provides a safer environment for students and staff on and off of the vehicle
- Promotes a healthy environment to ride to and from school which prepares students for learning
- **Saves Lives**

PSA-Burger King

<https://youtu.be/mnKPEsbTo9s>

Goals and Expectations for Student Transportation

- Safe
- Reliable
- Timely
- Efficient

Transportation Services For All Newark Students!

Questions/Feedback



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