



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

## Office of Pupil Transportation

### Guidelines for Parents/Guardians

### Home to School Transportation SY 2019–2020



Office of Pupil Transportation  
*"Transporting Students on the Road to Success!"*

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Student Transportation managed by the District is governed by state and federal guidelines

**In adherence to NJAC 6A:27,**

**The Office of Pupil Transportation (OPT) manages student transportation efforts for all Newark students who are eligible. Our work includes providing transportation resources to all Newark students who are eligible and communicating District policies and procedures to vested persons.**

**In an effort to assist our school partners share transportation message with families, please be guided by the following information sheet.**



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# Understanding the student's home to school transportation assignment

- In an effort to follow the state's transportation policy for students who meet eligibility requirements, the District only assigns transportation from a student's home to the student's enrolled school (*alternative drop off locations are not permissible*)
- The District only assigns transportation according to a student verified home address as noted in PowerSchool
- Transportation from the school's afterschool program will not be provided unless it is attendance at a related service that is identified in the student's IEP
- Bus assignments will occur within 72 hours of the school's request
- The Office of Pupil Transportation (OPT) will provide you with vendor information and the start date



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# Once Transportation is Assigned

- Expect outreach from the vendor bus company – if the company does not contact you to confirm time of pick up and provide driver information, contact your child school's assigned routing manager
- Develop a positive rapport with the assigned bus company – get to know the people assigned to transport your child
- It is necessary for parents/guardians to attend school scheduled meetings to discuss student behaviors when requested
- Students who are suspended from riding the school bus are not suspended from school. When applicable, OPT will provide students with bus tickets until parent meeting occurs



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# Once Transportation is Assigned

- Changes or adjustments in transportation cannot be made directly with the vendor – all vendors have been instructed to only accept modifications from the District – Contact the student’s Child Study Team member (CST) for support
- Any updates such as an address change, accommodation modification in accommodations or cancellations must be communicated to the your child’s CST
- All students who utilize bus transportation are required to adhere to the District student behavior guidelines
- It is necessary for parents/guardians to attend school scheduled meetings to discuss student behaviors when notified
- Students who are suspended from riding the school bus are not suspended from school. When applicable, OPT will provide students with bus tickets until parent meeting occurs



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# Drop off & Pick ups

- In an effort to get all students on a route to school on time, buses are only allotted a 3 minute wait time at the residence
- Students must be dropped off to an awaiting and approved adult
- If the parent/ guardian is not home to receive the student at drop off and OPT as exhausted all efforts to reach the parent/guardian and emergency contact, the students are subjected to be dropped off at a local precinct
- Parents or guardian will also receive a written notice if a student is undeliverable
- Students will not be delivered to persons who are not approved emergency contacts
- Contact the vendor bus company early for notification of a student's absence from the school bus
- Parents must communicate absences to the school to avoid interruptions in transportation



# Communication Aides

- Obtain the contact information of the school and student's assigned CST. To reach an OPT team member, contact 973-733-7290 or email [opt@nps.k12.nj.us](mailto:opt@nps.k12.nj.us)
- **Always report:**
  - Modification request (address, accommodations)
  - Change in phone number(s)
  - Vendor picking up the student 15 minutes past scheduled pick up time
  - Drop offs that occur more than 1 hour after dismissal
  - Unprofessional conduct by bus company staff
  - Any occurrence that makes the student feel uncomfortable during transport
  - Allegations of fighting, bullying, or inappropriate behavior by another student or bus company staff

**For more information, visit:**

<http://www.nps.k12.nj.us/departments/sba/operations/pupil-transportation/>