

Northwest Bergen Council for Special Education Region I

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July 2017

To: All parents/guardians
From: Linda Raven, Transportation Coordinator
Re: Information about your child's school bus transportation

Your child's transportation is arranged by Region 1. Following are some of our policies and procedures:

1. The company that will transport your child will contact you with information and a pick-up time prior to the start of school. Please notify us if you have not heard anything by the last week in August.
2. Your child's pick-up and drop-off times will be inconsistent for the first days of school. Last-minute additions or deletions of riders, changes in traffic patterns and bottlenecks at the schools can cause routes to run off schedule. This is normal for the first week or two of school. Once everyone falls into a routine, the times will become consistent.
3. Please have your child ready and waiting for the bus ten minutes prior to the scheduled pick-up time. Drivers are allowed to wait for a child only three minutes past the pick-up time and will not be recalled. Transportation then becomes the responsibility of the parent.
4. Please inform the carrier should your child not require transportation on a given day due to absence from school.
5. Transportation services are generally provided curbside.
6. Students are not to be dropped off unattended unless other arrangements are made. If no one is home to receive your child at the end of the day, we will attempt to contact you and your district. Undeliverable children will be dropped at the local police department.
7. Students are expected to conduct themselves in an orderly manner. By law the bus driver is in charge of the vehicle, may assign seats and will report behavior issues as appropriate.
8. As the year progresses, students may be added to or deleted from your child's route, and this may change your child's pick-up or drop-off time. Your child's driver, aide or bus company may change as well. While we strive for consistency, we need flexibility to serve our dynamic student population.

Questions and concerns about your child's transportation should be directed to the Region 1 office. Requests for changes in transportation must go through your district, who will notify us in writing. No changes will be made by Region 1 without your district's authorization.

Region 1 procedures for the emergency shutdown of transportation are on the reverse side of this letter.

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Region 1 Emergency Shutdown Procedures

1. If your local school district is closed due to inclement weather, no transportation will be provided.
2. If the majority of Region 1 districts are closed, all Region 1 transportation shuts down. This means that regardless of what school your child attends and where that school is located, your child will NOT be transported. If school is open, you have the option of transporting your child to and from school yourself.
3. You can find out if Region 1 transportation is closed by calling 201-762-2470 and listening for the transportation shutdown message.

Parentletter2017

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