

ACADEMY OF NOTRE DAME

LANCER EXPRESS



Parent-Student Guidelines & Policies

MISSION STATEMENT

The Mission of the Department of Transportation is to provide safe, dependable, and efficient transportation for the families of the Academy of Notre Dame.

The goals of the department are to:

- Provide safe vehicles for transport
- Deliver students on time
- Operate an efficient and economical program
- Foster a high performance work force by striving to improve employee safety, recognition and job satisfaction

ELIGIBILITY

Bus service is available for all Lower School students Pre-K to grade 8 and Upper School grades 9-12.

To be provided bus transportation, parents must complete a form indicating their choice of route and provide a deposit. Routes will be filled on a first-come, deposit-paid basis. A wait list will be formulated should oversubscription become an issue.

The cost of transportation may be combined with tuition payment. The full-year fee for bus transportation includes transport to and from the Academy. An option for one-way transportation is also available. There is no refund for partial year use of the program.

Buses will also be used for school field trips which will be an additional fee handled through classroom facilitators of the trips.

RULES AND REGULATIONS

Violations of these rules and regulations will result in disciplinary action.

Student passengers on NDA school buses must:

1. Arrive at bus stop 10 minutes prior to pick up time.

2. Wait for the bus to come to a complete stop before approaching or exiting the bus.
3. Remain buckled in a seatbelt until the bus comes to a complete stop.
4. Follow the directions of the bus driver.
5. Refrain from eating or drinking on the bus.
6. Use classroom behavior which includes talking in a quiet voice.
7. Refrain from extending arms outside bus windows.
8. Refrain from transporting large items that do not fit in the seating area. Sports equipment and musical instruments require prior approval by the Transportation Director.
9. Depart the bus at their designated location only.
10. Alert the driver before leaving the bus if the student does not recognize the person picking them up and remain on the bus.
11. Do not litter or damage surrounding property while awaiting the bus.
12. Keep emergency exits clear at all times.
13. Refrain from using profanity or inappropriate language.
14. Refrain from using obscene gestures.
15. Refrain from throwing objects inside or outside the bus.

Items not permitted on the bus:

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|----------------------|---|
| 1. Food and drink | 5. Sports equipment (prior approval needed for equipment) |
| 2. Glass objects | 6. Sharp objects of any shape or form |
| 3. Inflated balloons | 7. Dangerous items and/or weapons |
| 4. Oversized objects | 8. Laser pointers |

CONSEQUENCES OF POOR BEHAVIOR

Students violating bus rules will be written up by the bus driver. These reports will be reviewed by the director of transportation in consultation with the principal.

Actions that may warrant immediate suspension:

1. Any repeated violations of bus rules
2. Threatening another student or driver
3. Throwing objects inside or outside the bus
4. Vandalism to the bus
5. Vandalism to pick up/drop off location
6. Persistent use of inappropriate language or profanity
7. Possession of dangerous items/weapons
8. Obscene gestures or profanity directed at people in or outside the bus
9. Directing a laser pointer at the driver
10. Physical altercations

DISCIPLINARY STEPS

First Offense

Written warning signed by student, parent and principal.

Second Offense

Written suspension for one to three days depending on the severity of the offense.

Third Offense

Suspension from the bus for the completion of the school year with no refund.

The Academy reserves the right to establish other rules and regulations that protect the health and safety of our students. The Academy also reserves the right to override penalties if deemed appropriate for behavior of student involved. Serious offenses such as fighting or possession of dangerous items will result in immediate suspension or termination of the right to ride the bus.

The bus driver has full authority over passengers on his/her bus. Seating arrangements may be established by the driver.

PARENT RESPONSIBILITIES

1. The registration form requires you to provide names and contact information for adults that you authorize us to release your child/children to at the bus stop. These people should be those who the child/children will recognize and feel comfortable with. Students will not be

released from the bus without one of these authorized adults present. If an authorized adult is not present, the child/children will be returned to NDA and put into the care of the Extended Day Program and you will be responsible for associated charges at a rate of \$15 per hour.

2. All students should be at their scheduled pick up location 10 minutes prior to the scheduled time in the morning and afternoon.
3. Children should be dressed appropriately for weather if waiting outdoors.
4. Students who may have to cross the road should cross in front of the bus.
5. In order to release your child/children to another family or parent for the day, we will require a written note signed by a parent, initialed by the school administrative assistant and given to the director of transportation who will alert the driver of the change. No changes to drop off will be allowed without prior written notification.
6. If you are late for your stop, you may catch the bus at an alternate stop. (See designated route stops on registration page)
7. Students, who do not have an adult at the drop off location, will be returned to NDA. Charges for Extended Day Program (EDP) will be assessed. The fee for EDP is \$15 per hour.

THESE POLICIES ARE SUBJECT TO CHANGE FOR SPECIALTY USES SUCH AS FIELD TRIPS.

PLEASE NOTE: To register your child for the Transportation Program, you will be required to acknowledge and agree to the guidelines and policies contained in this document. If you have any questions regarding the content here, please contact Kim Buccarelli at enrichment@ndatyngsboro.org.