**Q. Is my child eligible to ride a school bus?**

A. In accordance with the policy of the Board of Education of the Newburgh Enlarged City School District and New York State Law, transportation will be provided for all students who live outside the City of Newburgh. Transportation will also be provided for all City of Newburgh students in grades kindergarten through grade 8 and for students in grades 9-12 at a distance of more than 1.0 miles from their school up to 15 miles.

**Q. What are the distances that determine eligibility?**

A. - For students in grades 9-12 eligibility is greater than one (1) mile.

- All students in grades Kindergarten through 8 are eligible for transportation.

**Q. How is the distance between the home/alternate stop address and school calculated?**

A. The distance between the home/alternate stop address and school is calculated electronically by Transfinder, the computerized bus routing program used by the District.

**Q. When is bussing not provided?**

A. Bus transportation is not provided:

• If the student lives within the City of Newburgh, is in grade 9-12 and the home/alternate stop address is less than or equal to one (1) mile from the school.

• If the home/alternate stop address is located outside the boundaries of the Newburgh Enlarged City School District.

• If the student attends a private/parochial school and an Application for Transportation was not filed with the Transportation Department by April 1 of the preceding school year.

• If the student attends a private/parochial school and does not reach age five (5) prior to December 1 of the current school year.

**Q. Do I need to fill out a form for my child to be assigned to a school bus?**

A. If your child attends public school, is registered in the Newburgh Enlarged City School District and is distance eligible for bus transportation, busing will be established to and from the home address currently on file with the School District.

**Q. What if I would like my child to be picked-up or dropped-off at an address other than my home address (baby sitter, day care, etc.)?**

A. If you would like your child to be picked-up or dropped-off at a location other than the home address of record, you must complete an Alternate Stop Request Form indicating the address you would like the child picked-up and/or dropped-off. Alternate Stop forms do not carry over from year to year. An Alternate Stop Form must be completed at the beginning of each school year. Processing of Alternate Stop Forms usually takes 2-3 business days. An alternate stop form must be completed each time you would like the pick-up or drop-off location to change.

**Q. Where can I obtain an alternate stop form?**

A. Alternate stop forms can be:

• printed from the transportation home page of the District website under the Forms heading.

• obtained from the student’s school.

• obtained from the Transportation Department at 124 Grand Street, Newburgh, NY.

**Q. Are there any restrictions regarding alternate stops?**

A. Alternate stop locations are subject to distance eligibility requirements as defined above and must be within the boundaries of the Newburgh Enlarged City School District. Alternate Stop requests must be for five days per week. For emergency situations or requests for less than five days, the parent/guardian must contact the child’s school to obtain a temporary bus pass.

**Q. How do I obtain bus schedule information for my child?**

A. Bus schedule information can be obtained in the following ways:

• Bus passes for all registered K-12 students are printed by the District’s Transportation Department and mailed to the current address of record in the latter part of August prior to the start of the school year. If the information on your child’s bus pass is incorrect, please contact the school or the Transportation Department. Note: New registrants or alternate stop requests submitted after August 10 may not be reflected on the bus pass.

• Schedule information can also be obtained directly from the school, the Transportation Department or the bus company. Contact information for bus companies serving the District are listed in the column on the right side of the Transportation home page.

**Q. When should my child be at the bus stop?**

A. It is recommended that all students be at their designated bus stop ten (10) minutes prior to their scheduled pick-up time. All students must be at their bus stop prior to the bus arriving at the stop. Students should not be waiting indoors as this affects the schedule and timeliness of the bus route.

**Q. What should I do if the bus is late?**

A. In the event the bus is more than ten (10) minutes late please contact the bus company directly. Due to the size of the District, number of bus routes and number of students transported on a daily basis, we cannot call parents when buses are delayed by traffic or weather conditions. In the event of a significant delay that results from a mechanical breakdown or the bus being involved in an accident, parents will be contacted by either the school or bus company.

**Q. How are bus stops determined?**

A. Bus stops are established according to the policies and guidelines of the District, the New York State Department of Motor Vehicles and New York State Education Department directives and recommendations. Wherever possible, bus stop locations are centrally located at street corners/intersections or centrally located addresses to insure the safety of all students and other motorists and to accommodate the maximum number of students.

While we understand the challenges parents face, the following do not warrant changes being made to a bus stop: not being able to see the bus stop from your home; elderly or disabled parent, grandparent or day care provider; day care provider who cannot walk to the bus stop due to other children in the facility; darkness/weather or previous location of bus stop.

**Q. Do buses make house stops?**

A. House stops are permitted in those areas where there is no safe means for a student to walk to a central stop location. House stop locations are also established according to the policies and guidelines of the District, the New York State Department of Motor Vehicles and New York State Education Department directives and recommendations. For safety purposes, multiple house stops on the same street will be consolidated to one central stop wherever possible as determined by the bus company or Director of Transportation. As a result of an audit conducted by New York State, the Newburgh School District was directed by the State Comptroller to maximize the utilization of school buses by reducing the total number of bus routes and consolidating bus stops. House stops are established for Special Transportation students according to IEP requirements.

**Q. Who establishes bus stops?**

A. Bus stops are established by the bus companies in accordance with District and New York State Education Department policies and guidelines.

**Q. Whom should I contact if I have a question about my child’s bus stop?**

A. If you have a question about your child’s bus stop, first contact the bus company at the number provided on the Transportation Home page of the District website. If you have additional questions or concerns, please submit your request in writing to:

Newburgh Enlarged City School District

Director of Transportation

124 Grand Street

Newburgh, NY 12550

All requests and concerns will be reviewed by the Transportation Coordinator. The Transportation Coordinator will advise the bus company of any changes deemed necessary.

While we understand the challenges parents face, the following do not warrant changes being made to a bus stop: not being able to see the bus stop from your home; elderly or disabled parent, grandparent or day care provider; day care provider who cannot walk to the bus stop due to other children in the facility; darkness/weather or previous location of bus stop.

**Q. Does my child have to be met at the bus stop by a parent/guardian?**

A. In accordance with District policy, all Pre-Kindergarten and Kindergarten students must be met at the bus stop by a parent/guardian. If a parent/guardian is not at the bus stop to meet the student, the bus will continue on its route. The school will attempt to contact the parent/guardian and will arrange for the bus to return to the stop to discharge the student when parent contact has been made. If no parent/guardian can be contacted, the student will be returned to the school. The parent/guardian must then pick the student up at the school. Note: Students in Grade 1 and above are not required to be met by a parent/guardian, but will not be released from the bus if they are usually met at the bus stop by a parent/guardian who is not present to receive them and/or the student is not comfortable getting off the bus by his or her self. In this instance, the school will attempt to contact a parent/guardian. If unsuccessful, the student will be returned to the school.

**Q. What must I do if my home address changes?**

A. In the event of a change in your home address, a Change of Address form must be completed and submitted to either the main office at your child’s school or the Registration Department, located at 124 Grand Street, Newburgh, NY, along with proof of residency (deed, tax bill, rental agreement, utility bill, etc.). The Change of Address form can be obtained at the school or can be found on the District website on the Registration page. Permanent address changes cannot be made by the Transportation Department.

**Q. What must I do if my phone number changes?**

A. In the event of a change in your home, work or cellular phone number, a Change of Phone Number form must be completed and submitted to either the main office at your child’s school or the Registration Department, located at 124 Grand Street, Newburgh, NY . The Change of Phone Number form can be obtained at the school or can be found on the District website on the Registration page. Telephone number changes cannot be made by the Transportation Department.

**Q. Is busing allowed on private property?**

A. In accordance with Newburgh Enlarged City School District Board of Education policy, busing for K-12, pre-kindergarten and private/parochial students is prohibited on private property. Busing on private property is only permitted for Special Transportation students. Note: Authorization from the property owner does not supersede the policy of the Board of Education.

**Q. Do buses have attendants/monitors?**

A. Monitors/attendants are provided on buses transporting Pre-K students and Special Transportation students per IEP requirements.

**Q. Are there video cameras on the buses?**

A. During the 2010-2011 school year, all bus companies serving the Newburgh School District began equipping all buses with digital video/audio camera systems. Cameras are used in the administration of student behavioral issues and as a part of the student management process. Per Federal Educational Rights and Privacy Act (FERPA) parents are not permitted to view bus videos.

**Q. Whom should I contact if I have a concern about my child’s school bus?**

A. If you have a concern about your child’s school bus you should first contact a supervisor at the bus company. If the bus company is unable to assist you, contact a building administrator (Principal, Assistant Principal) at the student’s school. If you are unable to reach a building administrator contact the Transportation Department at (845)-568-6833.

**Q. Can my child be suspended from the bus?**

A. In accordance with New York State Education Law and the District Code of Conduct bus transportation is a privilege, not a right. A student’s bus privileges may be suspended for inappropriate behavior or violation of the Newburgh Enlarged City School District Code of Conduct. In the event of a bus suspension, the parent/guardian is responsible for transporting the student to and from school during the suspension period. Per the New York State Education Department it is allowable to suspend a student from transportation privileges to secure the health and safety of other students.

**Q. Whom should I contact regarding items lost or left on the bus?**

A. In the event your child leaves or loses a personal item on the bus, contact the bus company. Bus company phone numbers may be found on the Transportation Home page of the District website.