

TRANSPORTATION POLICY for RESIDENT PUPILS ATTENDING MAYFIELD  
ELEMENTARY SCHOOL and MAYFIELD JUNIOR/SENIOR HIGH SCHOOL

The Mayfield Board of Education, pursuant to Education Law Section 3635 and all other laws and Commissioner's regulations pertaining to student transportation, will provide transportation for resident students of the Mayfield Central School District to and from their places of residence and Mayfield Elementary School and Mayfield Junior/Senior High School under the provisions of this policy. (Please see notes).

Furthermore, whereas Education Law Section 3635 permits a "board of education, at its discretion, to provide transportation to any child attending grades kindergarten through eight, between the school such child legally attends and before-and/or-after-school child care locations," and;

Whereas, Education Law Section 3635 specifies that, "Transportation may be provided...between the school...and before-and/or-after-school child care locations upon written request of the parent or legal guardian submitted not later than the first day of April preceding the next school year, provided, however, a parent or guardian of a child not residing in the district on such date shall submit a written request within thirty days of establishing residence in the district..." and;

Whereas, Education Law Section 3635 stipulates that "No late request of a parent or guardian for transportation shall be denied where a reasonable explanation is provided for such delay" and;

Whereas, Education Law Section 1502 permits children under the age of five traveling between home/day care and pre-school programs to be passengers on regular school bus transportation.

Therefore, for children attending pre-kindergarten through grade eight, the Board of Education will provide transportation to school from a child care location and from school to a child care location upon written request of the parent or legal guardian. Requests received not later than the August 15<sup>th</sup> prior to the first day of school shall not be denied. (For 2005, the date will be extended to August 26<sup>th</sup>). There will only be one

designated pick-up and drop-off location and such location is presumed to be in effect for the entire school year.

#### Change of location of child-care

During the course of a year, should there be a change of child-care location, the parent or legal guardian must inform the school in writing at least five days' prior to such change taking effect with all required information to effect such a change. The new location will be presumed to be permanent for the remainder of the school year.

For a change of child-care location on a temporary basis, parents will be responsible for the transportation of their children. Parents must notify the school office in writing that their children will not be transported by school bus. Parents or legal guardians are provided with the opportunity to designate, in writing, other individuals authorized to sign-out their children for the purpose of transportation.

Children will not be placed on other buses or sent to the homes of relatives, friends or neighbors under any circumstances. Only the children designated to ride a specific bus on a permanent basis will be transported by school bus.

The school reserves the right to charge the parent \$25.00 for each hour or part thereof should the school have to provide child care commencing at 3:15 p.m.

#### Parents picking up children who normally ride buses

Parents who will be picking up children who normally ride buses should inform the school as soon as possible but not later than noon by telephone or written request. The parent will need to provide his or her personal identification number and other identifying information when calling the school to request such a change. Calls after noon cannot be accommodated and parents should plan on meeting their children at the regular bus stop. Provisions for emergencies follow.

#### Emergency situations

An example of an emergency situation would be a child-care provider being called away from the drop-off location due to an emergency of his or her own on such short notice that the parent, legal guardian or other authorized individual would not be able to pick up the child by 3:15 p.m. There are three provisions for such situations.

1. The parent may call the school office to authorize another individual to provide transportation for that day only. The parent will need to provide his or her personal identification number and other identifying information.
2. The child will be kept at school until an authorized individual arrives at the school to pick up the child.
3. The parent may designate another residence or bus stop on the same bus and route for his or her child to be dropped off on that particular day. Securing the permission of the other resident is the sole responsibility of the parent. The school will presume that such permission has been granted for that day.

The school reserves the right to charge the parent \$25.00 for each hour or part thereof should the school have to provide child care commencing at 3:15 p.m.

Notes:

1. Transportation for pupils residing within the district and attending nonpublic schools or attending other public schools is not the subject of this policy. Please refer to the appropriate regulations of the Commissioner of Education.
2. There is no transportation provided for non-resident pupils attending Mayfield Central Schools. However, non-resident students may be permitted to use District transportation to the extent that there is no extension of established bus routes beyond Mayfield boundaries.
3. In accordance with Education Law Section 3635, nothing in this policy “shall be construed to authorize boards of education to provide to any child transportation between a before-an/or-after-school day care location and that child’s home.”
4. When a Mayfield bus travels out-of-district to provide student transportation for required educational programs that have been adopted by the Board of Education, the Superintendent of Buildings, Grounds and Transportation may consider a parent request to designate an out-of-district pick-up or drop-off location if it involves no route change or delay. If the bus for which the required student transportation is no longer needed for that purpose, the “courtesy” transportation will be discontinued and the parent must designate in-district pick-up and drop-off locations.

**Adopted 10/11/05**