

Wayland

Public Schools

TRANSPORTATION HANDBOOK

Updated November 2021

WAYLAND PUBLIC SCHOOLS

STUDENT TRANSPORTATION

The purpose of this handbook is to provide information to parents and guardians about the Wayland Public Schools transportation system and to clarify expectations of its staff, students and parents for the 2021-2022 school year

WAYLAND PUBLIC SCHOOLS' HOURS OF OPERATION

School Hours	M, T, TH, F	Wednesday
Kindergarten Traditional Day Full Day	7:55am – 11:30am 7:55am – 2:25pm	7:55am – 11:30am 7:55am – 1:15pm
Elementary Schools Grades 1-5	7:55am – 2:25pm	7:55am – 1:15pm
Middle School	8:40am – 3:15pm	8:40am – 2:30pm
High School	8:35am – 3:10pm	8:35am – 2:25pm

As in prior years, the K-5 students are bused together for the first tier and the middle school and high school students are bused together for the second tier. We make every effort to design routes to be no longer than 45 minutes. All routes are designed for arrival to school before their start time.

BUS ROUTES

Bus routes are designed in accordance with School [Committee policies](#) and Massachusetts General Laws. Routes are created based on the registrations received. Student data (grade and residency location) information is entered into a routing software where we design the safest and most efficient bus routes. Bus routes are posted on the WPS transportation website. Bus routes may be changed depending on

accurate arrival times to the school. If you have any questions or concerns about your route, please contact the Transportation Coordinator.

BUS PASSES

Every student who registered and qualifies for transportation, will be issued a bus pass that must be shown each day upon entering the bus. The pass entitles the student to ride to and from school on an assigned bus with an assigned bus stop.

In the event a student loses a bus pass, a duplicate pass may be obtained from the School Department's Transportation Office for a \$10.00 replacement fee, payable by check or cash. Please make checks payable to:

Wayland Public Schools
Wayland Public Schools Transportation Office,
41 Cochituate Rd, Wayland, MA 01778

Please contact the transportation coordinator to request a new bus pass.

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HEALTH AND SAFETY PROTOCOLS

State and local health and safety protocols for student transportation is outlined below:

- Students who are unwell will not board the bus.
- Students will wear face coverings over nose and mouth at all times.
- Students will remain seated while bus is in motion.
- Students will enter and exit the bus keeping physical distance from other individuals.
- Students will follow the instructions and directions of the bus driver and monitor, when one is present.
- Drivers will wear a face covering over nose and mouth at all times.

- Drivers will open alternating windows approximately two inches based on the weather.
- School buses will be cleaned and disinfected in between and at the end of each route.

RESPONSIBILITIES

We view the bus as an extension of the school; therefore, the students who ride the bus are subject to the same rules and expectations as they are when in school.

STUDENT RESPONSIBILITIES

- Students must wear a mask covering their nose and mouth at all times while riding the bus. If a student forgets to wear a mask, the driver will provide one.
- Kindergarten students will be assigned seats toward the front of the bus.
- Upon arrival at school, the bus will be unloaded in a controlled manner, starting from the front of the bus and emptying sequentially to the back.
- Students must keep their bus pass on them at all times.
- Unauthorized duplication of a bus pass may result in loss of bus riding privileges.
- Students must remain seated at all times when the bus is in motion.
- Students must obey the bus driver and bus monitor and treat them with courtesy and respect. The bus driver is in charge of the bus, and its passengers and all students must comply promptly and fully with the drivers' requests.
- Students should speak and behave as if they were in their classroom. Profane language, physical violence, and defacing property of any kind, will not be tolerated on the bus.
- There is no eating or drinking on the bus.
- Bus drivers will ensure alternating windows will be open approximately two inches when weather permits. Students should not open any windows without permission from the driver or staff on board the bus. Students should not put any part of their body outside of the window at any time. Unless there is an emergency or they are directed by the bus driver to do so, they should not open the rear exit door at any time.

- Large objects such as musical instruments, skis or ski poles, etc., should not be brought on board the school bus. Sharp objects, breakable containers and animals (except for guide dogs) are not permitted on the bus. Any item that is prohibited in school (alcohol, tobacco, firearms/weapons) are also not permitted on the bus.

PARENT RESPONSIBILITIES

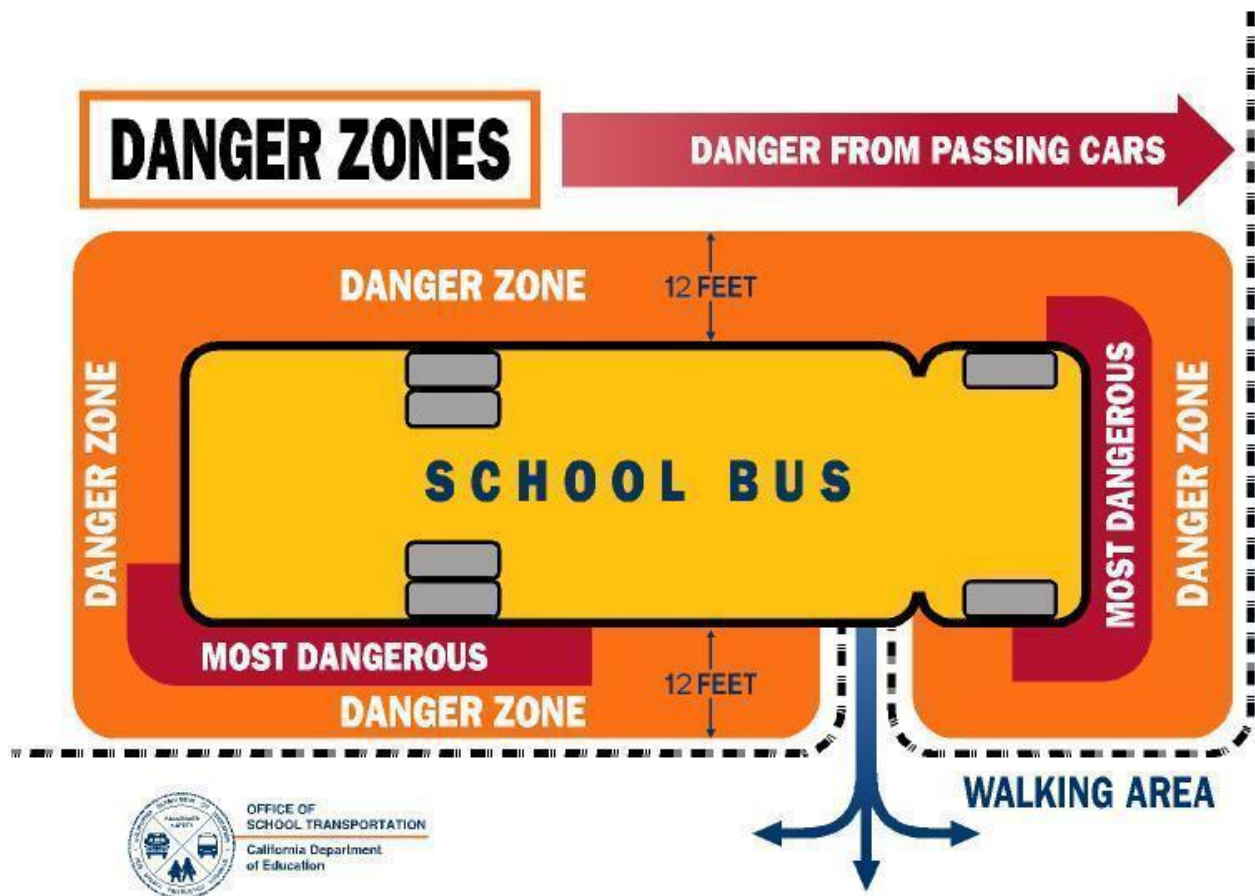
- If a student becomes ill on route to school, the driver will radio the school and the bus and student will be met by the school nurse, who will assist the student off the bus first while other students remain seated. The nurse will contact the students' parent or guardian for immediate pick up.
- Have students at the bus stop 10 minutes before their expected bus arrival time.
- Remind students of bus safety rules and conduct, including to sit in assigned seats and wear masks at all times.
- If appropriate and comfortable, discuss any medical issues regarding your child (i.e. EpiPen use, etc.) with the driver.
- If the student misses the bus, it is the parent's or guardian's responsibility to transport their child to or from school

DISCIPLINARY GUIDELINES

Students must follow all health and safety protocols as defined above. The school bus is considered to be an extension of the school itself, and rules regarding student behavior are the same as in the school. The safety of our students is our primary concern, and we reserve the right to take whatever action is necessary to maintain a high level of passenger safety on our buses. The right of a student to school bus transportation is a qualified right, dependent on good behavior. In the case where a student seriously or continuously misbehaves on the bus, parents will be notified by the Principal of the student's school, and their bus pass will be revoked, if in the opinion of the school administration, such action is necessary for the general safety and well-being of other passengers.

Only Wayland Public Schools students and staff shall board the bus. Illustrated below is a map of the danger zones around the school bus (copied from the California Department of Education). Please discuss this with your child so they are familiar with bus safety.

Also discuss that **YELLOW** flashing lights mean the bus is preparing to stop, and that **RED** flashing lights and **the extended stop arm** indicates that the bus has stopped and children are then able to board the bus or exit the bus.



- When waiting for the bus, students should stand on the sidewalk or another safely designated place at a social distance of six feet.
- Students should wait until the school bus is completely stopped and the bus door is open before approaching the bus. When boarding the bus, they should proceed single file, in an orderly manner, socially distanced.

- When getting off of the bus, students should only cross in front of the bus when the bus has their blinking lights on and the stop arm is extended. They should cross at least 10 feet in front of the bus and look for traffic in both directions before crossing the road.
- Students should not run after the bus or pick up anything that has fallen near the wheel of a bus.

FOR MORE INFORMATION

[Wayland Public Schools Transportation Website](#)