



## JAMESTOWN SCHOOL DEPARTMENT REGISTRATION FOR TRANSPORTATION

Please check if this is an - **\*\*ADDITION:** \_\_\_\_ **\*\*CHANGE:** \_\_\_\_ **\*\*DELETION:** \_\_\_\_

What school does your child attend:

- ☐ Melrose Elementary School
- ☐ Lawn Middle School
- ☐ Narragansett High School
- ☐ North Kingstown High School
- ☐ Private School: Name \_\_\_\_\_
- ☐ No transportation required

STUDENT'S LAST NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_

STUDENT'S DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ GRADE: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

(If different than home address) **EMERGENCY CONTACT:**

NAME/RELATIONSHIP: \_\_\_\_\_ NUMBER: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

Emergency Medical Information needed for the bus driver:

PLEASE RETURN TO THE OFFICE OF STUDENT SERVICES

### **Established Transportation Riding Distances**

- Students in grades Kindergarten through eighth will be transported to and from school if the distance between the student's residence and the school they attend is in excess of (.75) mile.
- All students attending North Kingstown High School and Narragansett High are eligible for transportation services.
- Student pick-up & drop-off locations must be consistent throughout the school year. We will not provide transportation to or from a different location each day.
- All measurements for establishing walking distance to school will begin at the point of access to a public road nearest a public school from the student's residence and will end at the nearest point of entry to a public school property where the student attends school.
- Exceptions to the established transportation riding limits may be made by the Director of Transportation, designated by the Superintendent, if in his/her judgment a hazard exists that would jeopardize the safety of a student.
- Requests for exceptions must be submitted in writing to the Director of Transportation

### **Bus Routes and Stops**

- Bus routes and stops will be determined by the Director of Transportation and a representative of the contracted bus company. Bus passes will be issued to each student who requires bus transportation.
- It is the responsibility of the parent to ensure safe passage to and from the established bus stop. It is also the responsibility of the parent to ensure the safety of his/her child(ren) at the established bus stop.
- Bus stops will be located at intervals so that a student will not be required to walk to and from his/her residence any distance greater than .75 (3/4) mile for K-8 students and one (1) mile for students enrolled in grades 9-12. There may be exceptions to this rule where the distance may need to be greater than what is explained above if a school bus cannot safely travel down a certain street. In cases where this is true the bus stop will be as close to the student's residence as possible.
- Bus stops may be located at more frequent intervals to reduce student congestion at stops or for reasons of safety, as determined by the Director of Transportation. Students in Kindergarten and first grade must be accompanied by a parent or other designated adult while waiting at their assigned bus stop. A parent or other adult designated in writing by the parent (guardian) of a kindergarten or first grade student must be at the bus stop when the student exits the bus. Parents must provide the school with this information on the appropriate form or a written letter explaining who the designated adult is that will be meeting the child at the bus stop.
- The Jamestown School Department will provide school bus transportation to an alternate Jamestown bus stop for students who go to a daycare provider on a consistent, established

schedule. Parents requesting transportation to a daycare provider must submit their requests and consistent weekly schedules on the appropriate form to the Director of Transportation for approval prior to the change being made. Otherwise, students are not allowed to ride any bus other than their assigned bus, except in the case of an emergency.

- Parents requesting a change of bus stop or transportation on the basis of an extraordinary circumstance must submit a letter to the Director of Transportation describing the cause for concern. Such requests must receive the approval of the Director of Transportation.
- Any request for transportation or change of bus stop that has been denied may be appealed in writing to the Superintendent of Schools. The decision of the Superintendent will be final.

### **Special Education Transportation**

- Students with disabilities will be provided suitable transportation pursuant to Sect.16-21- 1 of the General Laws of the State of Rhode Island and this transportation policy.
- Students with disabilities receiving transportation as a related service will be provided transportation as outlined in their Individualized Education Program (I.E.P.).

### **North Kingstown High School Transportation and Narragansett High School**

- Jamestown students receiving transportation by the Jamestown School Department to and from North Kingstown High School or Narragansett High School will be issued bus passes to their assigned bus. Students must present this bus pass each time they ride the school bus. Any student who does not present his/her assigned bus pass has not been issued a bus pass may not be allowed on the bus.
- Jamestown high school students will only be allowed to ride their assigned school bus unless they have received prior written permission from the Director of Transportation. Any requests for a change in transportation must be submitted in writing to the Director of Transportation.

### **School Bus Behavior**

- School bus transportation is an extension of the school system. Students who ride the school bus must exhibit proper bus behavior at all times.
- Bus transportation privileges will be withdrawn from students who fail to observe the prescribed rules and regulations, whose conduct is distracting to the bus driver or otherwise threatens the safety of those on the bus.
- All violations of the school bus rules shall be reported to the Bus Company Lead Bus Driver, and shall in turn be reported to the appropriate Building Principal on the Bus Company incident form.
- School bus rules and discipline procedures can be found on the Jamestown Schools website and are included in the student handbook.

