

TRANSPORTATION GUIDELINES FOR SHARON SPRINGS CENTRAL SCHOOL

The Transportation Department at Sharon Springs Central School operates under guidelines approved by the Board of Education. The school district will provide transportation to and from a student's legal residence (located outside of designated walk zones) and/or alternate locations along regularly scheduled district bus routes.

The School District allows parents to designate **TWO PICK-UP OR DROP-OFF locations** for school district transportation. The primary location will be **the location the child is normally dropped off at (student's legal residence/daycare)**. Parents will be allowed to designate **one alternate location**. (See form attached to identify primary location/alternate pick up or drop off location). The student(s) will be transported to the primary location at the end of each school day, unless other arrangements are made by the parent. The student can be transported to the alternate location upon written request by 9:00AM on the days the alternate drop off is required. **All bus notes must be turned in to the Main Office by 9:00am** and E-mails and phone calls will not be accepted. The **notes must include** all information necessary for the bus driver to safely drop a student off at the approved alternate location, including student's full name, physical house address of alternate location, parent/guardian phone number and signature.

Any emergency related change will require administrative approval. Emergencies are defined as rare, unexpected, unavoidable events. The Superintendent of Schools, Business Administrator and/or Transportation Supervisor may approve an emergency change in transportation if deemed necessary. However, without such approval the student(s) will be delivered to the primary or alternate address as indicated by the parent on the transportation designation forms. **(In the event that this occurs repeatedly, parents/guardians will be required to meet with school officials to implement alternative plans).**

Special drop offs (i.e. sleepovers, birthdays, etc.) to locations besides the primary or alternate drop off can be approved by the Superintendent of Schools, Business Administrator and/or Transportation Supervisor on a case by case basis, but must be made **24 hours in advance of the special request**. Any subsequent changes to the approved location(s) will be considered for permanent changes only.

In the event of a **School District declared emergency dismissal**, the school district will follow the parent/guardians instructions on the early closing/emergency dismissal notification forms on file.

PM DROP OFF GUIDELINES FOR STUDENTS 3RD GRADE AND YOUNGER:

The school district requires a Parent/guardian, older sibling or other responsible party to be at the bus stop in the afternoon to receive student's 3rd grade and under. Due to safety concerns, no child 3rd grade and under will be dropped off unless a responsible party is available. If there is no responsible party at the bus stop the student will be taken back to the school (or the bus garage) where they will need to be picked up by 4:00pm. The school will attempt to contact parents/guardians in the event that no one is home. **(In the event that this occurs repeatedly, parents/guardians will be required to meet with school officials to implement alternative plans).**

If you have any questions, please contact:

SSCS Transportation Department
120 Spartan Way
Sharon Springs, NY 13459
(518) 284-9047

or Sharon Springs Central School
514 Highway Route 20
Sharon Springs, NY 13459
(518) 284-2266