Flemington-Raritan Regional School District

TRANSPORTATION HANDBOOK 2025-2026

For Parents, Guardians and Students

Revised – 8/2025

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The Flemington-Raritan Regional School District has created this Transportation Handbook as a comprehensive resource for parents, guardians, and students. It contains essential information about the district's transportation services, policies, and expectations.

Background

Beginning with the 2025–2026 school year, Flemington-Raritan School District will directly manage all student transportation services for the first time, previously overseen by Hunterdon Central. We are committed to providing a safe, efficient, and smooth transportation experience for all families. For transportation questions, contact the FRSD Transportation Department at 📞 (908) 284-7510 however, questions or concerns should first be brought to the attention of your student's building **Principal**. Do not contact Hunterdon Central.

Transportation Rules and Regulations

The Board of Education recognizes its responsibility to provide safe transportation for resident pupils of this district in accordance with the guidelines set forth in this policy.

Bus Routes/Bus Stops

1. **General Information:**

   Bus routes and designated stops are to be assigned annually by the Transportation Supervisor in conjunction with school administrators. There is to be no deviation from these routes and/or stops unless authorized by the Flemington-Raritan Regional Board of Education or its designee, except for the immediate safety of students or extreme weather conditions.

   Any driver initiated route deviation shall be reported immediately to the Transportation Supervisor, who shall immediately notify the Business Administrator.

   A district or contract bus driver may not transport any unauthorized person in any school vehicle. A student is authorized to ride his/her assigned bus and is assigned one AM and one PM bus stop. Requests to have a student ride home with a friend on another bus or to be picked up or dropped off at a different bus stop AM and/or PM will not be approved.

   Roadways deemed hazardous by the Board of Education shall be considered non-crossing roads for students. Resident side bus stops will be assigned on these hazardous roads.

2. **Start of School:**

   Bus stops are assigned based on the student's home address on record at their school. Each student shall be notified of their school bus number, bus stop location and estimated times of pick-up and drop-off by the end of August. This information can be found in Genesis. Parents/guardians shall review the bus stop information and submit changes, including child care, to the transportation office. All requests for changes received after the start of the school year, if approved, shall be implemented the second Monday after the start of school.

3. **Requesting a bus stop change:**

   A student is assigned one AM and one PM bus stop five days per week for the length of the school year. Parents/guardians of students in grades K-8, including those who would normally walk to school, will be entitled to request a change of the designated address for the bus pick-up and drop-off of their students for child care needs. The designated address must be within the sending district of the home residence or assigned school. The designated pick-up address may vary from the drop-off address for child care purposes only. Pick-up and drop-off addresses cannot vary on a day-to-day basis.

   If a parent/guardian needs to change their student's bus stop during the school year due to child care, address change or other permanent change, contact the school Principal or transportation office for a change form. The request shall be considered and the determination will be made contingent upon availability of a route, seating capacity on the school bus (exclusive of projected growth seats), and safety conditions in general. A request for a bus stop change must be submitted in writing at least five working days prior to the effective date. The actual bus stop established to serve the request shall be determined solely by the school district. **Requests for bus stops to vary on a day-to-day basis will not be approved.**

4. **Special Needs:**

   Parent/guardian shall have the student ready and at the bus stop 5 minutes prior to the estimated pickup time. If a student is not ready, the driver will wait 2 minutes and continue to school. A parent/guardian (age 18 years or older) may be required to meet the vehicle at drop-off time contingent upon the student's IEP parameters. The driver shall wait 2 minutes for a parent/guardian at the bus stop before returning the student to school if a parent is needed at the stop. Arrangements will be made at the school for the student to be picked up.

   In the AM, parent/guardian may be responsible to bring the student on the vehicle and secure the student in their seat belt and/or specialized equipment contingent upon the student's IEP parameters. In the PM, parent/guardian may be responsible to unfasten student and escort the student from the vehicle contingent upon the student's IEP parameters. All bus stops will be curb side. School vehicles do not enter driveways.

   Parent/guardian is to provide the student's school with current home phone number and emergency contact information.

5. Students must walk on and off the bus. Siblings of the transported student must be in the care/supervision of the parent/guardian at all times. There are safety concerns that necessitate this rule.

Driver Qualifications

1. All school bus drivers are required to possess a valid Commercial Driver's License and must meet all federal, state and local legal requirements.

2. All bus drivers complete 6 hours of in-service training per year and additional training necessary for individual students and/or equipment.

Safety

1. The safety of our students is the primary concern of the Flemington-Raritan Regional School District. Safety concerns are inherent in and the reason for most of the guidelines set forth in this policy.

2. All students will participate in school bus safety drills (NJAC 6:21-11.4) during the months of October and April. New students will be shown bus safety evacuation procedures.

3. New Jersey State Law states that all new buses shall be equipped with seatbelts (NJAC 6:21- 6B.30). Students riding buses equipped with seatbelts shall keep their seatbelts fastened for the duration of the bus ride. Students who fail to comply shall be subject to disciplinary measures.

4. All school vehicles must be serviced according to a maintenance schedule established by the school district and inspected bi-annually by the New Jersey Motor Vehicles Commission. This shall be implemented by the Director of Transportation.

5. Due to severe restrictions to visibility for the school bus driver and inherent safety concerns, the school buses do not back up or enter driveways or dead-end streets.

6. Parents/guardians whose students are taking class trips or participating in athletics should notify or remind the teacher/coach of any medical problems that might impact upon a long bus ride.

7. Back packs having long strings and/or multiple ornaments are discouraged. The strings and/or ornaments may get caught in seatbelts, fans and handrails creating a safety hazard for the students.

8. Oversized school projects and/or large musical instruments should be transported by the parent/ guardian. In the case of an emergency evacuation, large objects could hamper the safety of students evacuating the school bus.

Student Expectations

The following procedures have been designed to foster bus safety and to provide guidelines for appropriate student behavior:

At The Bus Stop Students Are Expected To:

1. Be punctual (ten *minutes before scheduled time)* and wait quietly.
2. Avoid disturbing private property.
3. Walk facing oncoming traffic or on the sidewalk, if available.
4. Wait on the resident side. Do not cross until the bus arrives.
5. Stay off the roadway while waiting for the bus.
6. Wait until the bus has come to a complete stop and the driver has given a signal before crossing the street, boarding or leaving the bus.
7. Walk to the stopped bus in an orderly fashion to board.
8. Walk away from the bus after unloading.
9. Make a conscious effort to be seen by the bus driver as he/she approaches or leaves a designated stop.
10. If crossing in front of the bus is necessary:
    a) Walk away from the bus, and then take several steps forward.
    b) Look to the bus driver for a signal to proceed before proceeding.
    c) Before starting to cross the road, stop in line with the left front corner of the bus to allow a clear view of traffic lanes to the rear of the bus.
    d) Look left, right and left again, and then look to the driver for his/her direction before continuing to cross the road.
    e) Walk briskly across the road.

On The Bus:

1. Students must take their assigned seats and remain seated until the bus arrives at its destination.
2. Seatbelts must be fastened. The bus driver shall assign seats.
3. No food or drinks of any kind may be consumed on the bus.
4. Students are expected to keep their entire body inside the bus at all times.
5. Students are expected to refrain from loud talking and other behavior which may distract the driver.
6. Students shall not deface the bus in any way and should report any damage to the bus promptly to the driver.
7. Students are expected to keep the bus clean.
8. Students shall ride only the bus to which they are assigned. Students shall board the bus and leave the bus only at their assigned stop.
9. No smoking.
10. No profanity.
11. No violence.
12. No lasers
13. Students are expected to be courteous to the bus driver and their fellow passengers.

Disciplinary Measures

1. Satisfactory behavior is expected of students who ride buses.
2. "The driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order." A bus driver may not exclude a pupil from the bus, but if unable to manage a pupil, shall report the unmanageable pupil to the Principal of the school he/she attends. (Title 18A:25-2)
3. The **Principal** is authorized to remove any student who does not maintain a reasonable standard of conduct. The parents/guardians will be notified of such removal.
4. Title 18A:25-2 states in part: "A pupil may be excluded from the bus for disciplinary reasons by the Principal and his parent shall provide for his transportation to and from school during the period of such exclusion."
5. Students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the building principal any unsatisfactory behavior on the bus. Dependent on the severity of the behavior, the building Principal shall take the following steps:
   a) Conference with the student and warning given.
   b) Written notification to the parents/guardians.
   c) After school detention.
   d) Suspension of bus privileges.
   e) In-school or out-of-school suspension.

Bus Accidents

In the event a school bus is involved in an accident:

1. Police are immediately notified and if any injuries are reported, the 911 system will be activated. In the event Emergency Medical Service (EMS) responds, all students on a bus at the time of the accident will be assessed by EMS. EMS will determine which students will proceed to the hospital via ambulance and which students will go to the hospital via the bus with an EMT. At the hospital, they will be examined by an emergency room physician before being released. The school will make every attempt to contact the parents/guardians of all students who were on the bus at the time of the accident. Parents/guardians will be asked to pick up their students. In the case of a morning accident, released students will be taken to their school if not picked up by their parents/guardians. If the accident occurs in the afternoon, students will be released to their parents/guardians after completing the proper paperwork.

2. An administrator will be at the hospital as soon as possible after the accident occurs and will remain until the students are picked up by a parent/guardian.

3. A report of the accident will be filed with the Transportation Office.

   Under New Jersey's No-Fault insurance law, all medical expenses associated with a bus accident are to be submitted to the parents/guardians personal auto insurance carrier. Coverage is provided under the "Extended Medical Expenses Benefit" provision with a usual limit of $10,000. The bills are not subject to a deductible. In the event that parents/guardians do not have auto insurance, the parents/guardians medical insurance will be responsible for the costs, subject to any deductible and coinsurance. The district does not provide additional coverage.

Courtesy Busing

Courtesy busing is defined as transporting students who live within a two-mile radius of their designated school. Courtesy busing is not funded by state aid. The cost is borne entirely by the district. The board recognizes the necessity of providing courtesy busing for some students due to the rural nature of the district. The Board of Education shall determine when courtesy busing is to be utilized.

Parent Responsibilities

It is the parents/guardians responsibility to review this handbook with their student. Parents/guardians should:

1. Help the driver maintain the schedule by making sure your student is at the bus stop 10 minutes prior to the scheduled pick-up time.
2. Refrain from asking the driver to stop at places other than your child's assigned regular bus stop.
3. Cooperate with the district in its attempt to limit the number of bus stops, particularly in more densely populated areas.
4. Assume responsibility for training your student to cooperate with school officials.
5. Accompany young students to the bus stop each morning and meet the bus each afternoon. **All students in grades 3 or higher will be dropped off at their stop whether there is someone there to meet them or not. Students in grades preK-2 will be returned to their school if no responsible adult is at the stop to receive them.**
6. Keep in mind that the school cannot assume responsibility for your student until he/she boards the bus. Parents/guardians are responsible for their student's safety and behavior prior to getting on the bus and after the student gets off the bus.
7. If the student walks to school, parents/guardians are responsible for the student until he/she enters school property.
8. Insist on correct behavior from your student while waiting for and riding on the bus.
9. Support the school's safety program by cooperating with school officials in discharging disciplinary measures.

Frequently Asked Questions

Can my child ride to school or home from school with a friend if I send in a note?

This type of request will not be approved. This is a safety issue. Bus drivers become familiar with the students they transport. For instance, they know who crosses in front of the bus. An accident is more likely to happen when a student is unfamiliar with his surroundings and when a bus driver is unfamiliar with the students he/she is transporting. (See Bus Routes/Bus Stops)

If my child misses his bus at his assigned bus stop can they go to another stop and get the bus?

No. This is a safety issue for the same reasons as outlined in the first question.

How do I arrange for my child to ride a bus to or from a child care facility?

Submit a written request to the Building Principal of the school your student attends. Remember that the location of the child care facility **must be within the sending district of the home residence or assigned school.** (See Bus Routes/Bus Stops)

Can my child really be eliminated from the bus if he misbehaves?

Yes, according to Title 18A:25-2, the Principal has the authority to take this step. **Parents/guardians** are then responsible for transporting their student to and from school.

Can my child be dropped off at another location every Tuesday and Thursday as long as it's consistent?

No, this type of request will not be approved for the same reason stated in the first question.

My spouse and I are going out of town and we would like our students to stay with friends during our trip. We have made arrangements with friends whose students ride a different bus. Will the district transport our students to and from the friend's home during this time?

This request will not be approved. This request is considered a day-a-day change. (See Bus Routes/Bus Stops)

Whom should I call if I have questions or problems regarding transportation?

Call your student's building principal, or better yet, put it in writing. A phone call may seem quicker, but often a letter gets a better response.

Building Principals

Barley Sheaf School	Ms. Amy Switkes	(908) 284-7586
Copper Hill School	Mr. Jesse Lockett	(908) 284-7660
Francis A. Desmares School	Mr. Mark Masessa	(908) 284-7540
Robert Hunter School	Ms. Jessica Braynor	(908) 284-7620
Reading-Fleming Intermediate School	Mr. Anthony DeMarco	(908) 284-7650
J. P. Case Middle School	Mr. Robert Castellano	(908) 284-5100

Transportation Department

Transportation Supervisor:	Ms. Brenda Hager	(908) 284-7510
Asst. Transportation Supervisor/Dispatcher:	Ms. Karyn Maurais	(908) 284-7511

Correspondence should be sent to the following address:

Flemington-Raritan Regional School District
50 Court Street
Flemington, NJ 08822