

# Westport Public Schools Transportation Information

## Overview:

The 2019-20 school bus schedules for regular transportation are now posted on the Westport Public Schools website, [www.westportps.org](http://www.westportps.org). Click on the Quick Links tab. Bus route schedules are listed by school.

All bus route stop times are approximate. **Students should be at their appropriate bus stops approximately ten (10) minutes before the scheduled pickup time.** The bus may not stop if the student is inside the house, garage, or on the front porch. Pickup times may be adjusted during the first few weeks of school and can fluctuate from day-to-day during the school year due to issues such as traffic, weather, temporary road construction or closures, etc. **Any adjustment to a stop time of more than 15 minutes will require notification by the transportation office.**

Bus schedules are established according to the enrollment information available to us as of August 15, 2019. The bus schedules are subject to revision due to enrollment changes such as transfers, address changes, or additional registrations. [Bus route updates/changes after this date will be provided to Dattco, our transportation provider on a weekly basis beginning September 9, 2019.](#)

Requests to establish or alter an existing bus route and/or stop must be made by completing a bus stop change request form which is available on our website. Send the completed form to: Sandra Evangelista, Transportation Coordinator, 110 Myrtle Avenue, Westport CT 06880, or email [sevangelista@westportps.org](mailto:sevangelista@westportps.org).

The Westport Public School System appreciates your patience while we address the large number of requests for bus stop changes that are received at the beginning of the school year. Bus stop change requests are addressed with highest priority being the safety of students, followed by assigning bus stops for new students, and adjusting the routes that take longer than the allotted time to allow on time service to each school.

***Parents/guardians are responsible for the actions and safety of their children walking to, from and at the bus stop and to and from the school assigned.*** Please note that a parent, guardian, or designated adult must be at the assigned bus stop of a kindergarten student when the bus picks up or delivers the student to and from school. Students in Grades 1-12 **WILL** be dropped off at their bus stop regardless of whether or not a parent or designated adult is present.

## Transportation Guidelines:

### Waiting for the Bus

- Develop a schedule. Leave home on time each day.
- Arrive at the bus stop at least 10 minutes before the target pick-up time.
- Be prepared to wait 10 minutes after the designated target pick-up time.
- Wait a safe distance off the roadway. Do not wait in the street.
- Show respect for all property near the bus stop.
- If stop is located across the street wait to cross to the bus until the flashing red lights on bus have stopped traffic in both directions.

### Boarding

- Before approaching the bus, wait for it to come to a full stop.
- Be polite and take your turn getting on the bus.
- Use the handrail.

- Make sure all drawstrings, straps, sashes, belts, toggles, etc. on all clothing, backpacks and other items are shortened or removed so they will not get caught on bus doors, railings or aisles.
- Drivers have a schedule to keep. Parents should not engage the driver in long conversations.

### **Conduct on the Bus**

The driver is in full charge of the bus and its passengers. Please follow the directions of the driver. If your bus has a monitor, directions from the monitor should also be followed. Drivers may assign students to particular seats. All buses are subject to video/audio surveillance.

- Walk to the assigned seat and remain there. Do not stand or move around while the bus is moving.
- Face forward – no kneeling on the seats.
- Do not talk to the driver unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road.
- Talk quietly so that the driver can hear traffic sounds.
- Never extend your hands, arms, heads or personal belongings through the windows.
- Never throw objects out the windows of the bus.
- The aisles must be kept clear. No feet, lunch boxes, backpacks, musical instruments, etc. may be in the aisle.
- Loud, profane language or yelling is not permitted.
- Do not smoke, eat or drink beverages on the bus.
- Do not deface or litter the bus. Students will be held accountable for any damage they do to the bus.
- Do not tamper with any safety device or any other equipment on the bus.

### **Exiting the Bus**

- Do not move from your seat until the bus comes to a full stop.
- Take your turn. Do not crowd in front of others. Leave the bus in orderly manner.
- Use the handrails.
- Watch your step.
- Look both ways, and always cross the street in FRONT of the bus.
- Move away from bus as quickly as possible.
- If you drop an item LEAVE it, do not bend down to pick it up. Alert the bus driver.

### **In Case of Emergency**

- Stay seated.
- Follow the driver's instructions.

### **The Consequences of Improper Behavior**

- Driver warns students.
- Driver reports poor behavior to school administrator.
- Disciplinary notice may be sent to parents.
- Suspension of bus privileges (severe case).
- Students will be held accountable for damage to school property.