



Hewlett-Woodmere Public Schools

The Transportation Office works to provide students with safe and efficient transportation services. In addition to the Board of Education and administration, the Transportation Office works with the Long Range Transportation Committee, a representative group of parent and non-parent community members who provide input regarding transportation practices and issues. This 'Q&A' was developed to answer some of the most frequent questions parents ask about transportation services:

Who do I call if I have a question or problem concerning transportation?

Parents should contact the Transportation Office at (516) 792-4814 to address any questions or problems concerning transportation services. If a matter requires immediate attention after school hours, parents should contact the bus company directly at (516) 569-5364 or the District's Campus Patrol Office at (516) 374-1999. The school district requests that residents report any problems concerning school buses to the Transportation Office at (516) 792-4814. Please have the following information handy when you call: bus number, bus company, time and location.

How are the locations of bus stops determined?

Whenever practical, the district utilizes centralized corner bus stops that are designated to serve a particular area. Routing buses in this manner is operationally efficient and cost effective. Bus routes are developed with the aid of a computerized routing program and are reviewed by the Transportation Office, the bus company and the administration. When selecting bus stops, the District takes into consideration the nature of the student population to be serviced, such as age of the students and, in particular instances, a student's special needs.

To facilitate safety, students are scheduled at one bus stop for both the morning pick-up and afternoon drop-off.

Why can't the bus stop be in front of, or closer to, my house?

Bus stops are placed at centralized locations that can be accessed by a number of students to minimize the length of time and mileage of the bus run. At times, this might require some students to travel beyond the closest corner, or to be serviced at a bus stop that is not in the line of sight from their residence.

Bus drivers are instructed not to make unauthorized bus stops. Please don't ask your child's bus driver to change your child's bus stop, as they are not permitted to do so.

Transportation Q&A

Given the distance from our home to the school, why does my child's bus ride seem longer than I would anticipate?

School buses often do not travel the most direct route for a variety of reasons, for example: accommodations for children with special needs, discharging students curbside on certain roads, limitations buses have negotiating certain turns and streets, traffic patterns, road conditions, one-way streets and the need to minimize travel over railroad crossings. In addition to the time it takes for students to be safely loaded onto the bus at school, bus drivers must take the time when discharging students to ensure that students are a safe distance from the bus before they proceed.

When is it appropriate to submit a request for a bus stop change?

A request for a change in a bus stop may be submitted when a parent has a safety concern or has specific reason to believe their child's bus stop may not be placed in the proper location.

Requests for bus stop location changes should be made in writing using a Request for Change of Bus Stop form. Upon review, the requestor will be notified in writing if a bus stop change will be made. Request for Change of Bus Stop forms are available by contacting the Transportation Office at (516) 792-4814 or by visiting the District's Web site at www.hewlett-woodmere.net (select Transportation under the Services tab).

Decisions of the Transportation Office may be appealed to the administration by requesting an Appeal of a Transportation Office Decision form. Forms may be obtained by contacting the Transportation Office.

How is a request for a bus stop change considered?

Your child's safety is our primary consideration. Beyond safety, consideration is given to how the request will impact the efficiency of the bus route (i.e., Does the change add another stop to the route? Does the change impact the bus ride for other students?). Each request for a bus stop change must be considered in the context of the ability to accommodate others with similar requests. Given the number of requests received by the Transportation Office, it is not possible to grant a request if doing so would place the District in the position of 'picking and choosing' who did and did not receive a transportation accommodation despite similar circumstances.

Who is responsible for my child at the bus stop?

It is the responsibility of parents to see that their child gets to and from the bus stop. Students should be at the bus stop at least five minutes prior to the scheduled pick-up time. Parents are also responsible for the supervision of their children while waiting for the bus. Remind your child not to stand on the street, to watch for traffic and never speak with anyone he or she does not know. Students and parents are asked to report any suspicious activity, or anything else that makes them feel uncomfortable, to the police and to the school administration.

Who is responsible for my child while riding on the bus?

Bus drivers (and Bus Attendants if assigned to a bus) are responsible for maintaining appropriate behavior while students are riding on the bus. A student who misbehaves or disrupts others while on the school bus will be warned by the bus driver and asked to correct his or her behavior. Bus drivers are instructed to submit written reports of misbehavior to both the bus company and the Transportation Office. Reports are then forwarded to the school principal, as he or she is responsible for the discipline of students regarding incidents that occur on the school bus.

Practices to promote safe riding habits are included with your child's bus pass; please review these practices with your children.

What are the distance limitations that determine transportation eligibility?

As approved by a vote of the community, the school district provides transportation on a more liberal basis than required by New York State law.

The following are the minimum distances from home to school in order to be eligible for transportation:

K-3rd grades	1/2 mile
4-5th grades	3/4 mile
6-8th grades	1 mile
9-12th grades	1 1/2 miles

For residents attending non-public schools, transportation will be provided up to a distance of 15 miles.

Must a request for transportation to a non-public school be filed every year?

Yes. In accordance with New York State Education Law, requests for transportation to a non-public school **must be filed by April 1st** (or the following Monday if April 1st falls on a weekend) prior to the school year for which transportation is requested.

Families moving into the school district after April 1st must file a request within 30 days of moving into the district.

In an emergency, please call:

Transportation Office:

(516) 792-4814

**After 4:00 pm, call (516) 569-5364
or (516) 374-1999**