

**Student Transportation Procedures**  
**Revision Date: August 7, 2017**

It is the responsibility of the parent(s)/guardian(s) to see that their child attends school and is safely escorted and attended to at the bus stop. A school bus only stops at authorized “bus stops” established by the Superintendent. Students become the responsibility of the school district when they board the bus in the morning and cease to be the responsibility of the school district when they disembark from the bus in the afternoon. Rules to be followed at the bus stop include:

1. Students should arrive at the bus stop at least 5 minutes prior to the scheduled arrival of the bus—bus company driver is not scheduled to wait after the scheduled pick-up time;
2. Students should stand at least 10 feet from the point where the bus will stop;
3. Students should board the bus in an orderly fashion, using the handrail and go directly to their seat

The Jaffrey-Rindge Cooperative School District will transport students who reside more than one mile from the school they attend. Additionally, students in grades K-5 may be transported if they reside more than one-half mile from the school they attend.

Kindergarten students may be picked up at their residence or other authorized bus stop. Kindergarten students shall only be dropped off if a parent or parent-designated person is present. The parent must communicate any change to the school office and the parent-designated person must be authorized in writing.

School buses will only travel down publicly maintained roads, cul-de-sacs or connecting streets that are greater than one-half mile in length. The distance between stops shall be a minimum of 2/10 miles apart or at a reasonable distance where safety is an issue.

At the start of the school year, students in grades K-5 shall attend an orientation session provided by the bus company in regards to bus rules, regulations and safety. Parent(s)/guardian of all children in the district should review bus policies/procedures found in the appropriate school handbook for their child.

The district shall determine the transportation needs of students with medical or identified special needs.