

Department of Education Transportation Packet

School Bus Frequently Asked Questions

➤ **What time will the bus pick up and/or drop off my scholar?**

Enclosed in this packet are a list of all bus stop routes and times for each WES school bus. Once you've selected a bus stop, please refer to these lists for your bus stop AM & PM times.

➤ **What time should I arrive at the bus stop with my scholar?**

The times in the enclosed lists are **ESTIMATES**. DOE buses are often off-schedule in response to traffic volume. For that reason, **you must arrive at the bus stop 15 MINUTES EARLIER than the listed pick-up time and be prepared to wait AT LEAST 15 MINUTES LONGER than the listed drop-off time.**

➤ **What happens if I am late to the bus stop?**

If the bus arrives at your scholar's stop and no one is there to pick your scholar up, the bus will complete its route, and then the bus will come back to Williamsburg Elementary School. We will then call you to pick up your scholar from WES. If this happens three times, your scholar will lose busing privileges.

➤ **Who do I call if my bus is running late?**

1. You call the Office of Pupil Transportation (OPT): 718-392-8855 or 718-784-3313.
2. You give them your bus route number: Find your route number on the top of enclosed list that includes your scholar's bus stop.
3. You give them our school's OPT code: 14-051.
4. You call the Main Office to let us know: 718-489-0940.

➤ **Who do I call if I have a concern or complaint about my bus route or my bus driver?**

You call the Office of Pupil Transportation (OPT) - see contact information above. Please know that OPT responds more quickly to complaints from parents than to complaints from the school! Please call them every time you have a complaint to register!

**Lastly, please remember that if you are eligible for bussing or a MetroCard, YOU CAN ONLY
SELECT ONE!**

Be ready to be patient for the next few weeks, as the bus drivers learn their routes!

Thank you,

Williamsburg Elementary School

Office of Pupil Transportation Eligibility Guidelines

Grade Level	Distance Code A: Less than 0.5 mile	Distance Code B: 0.5 mile or more, but less than 1 mile	Distance Code C: 1 mile or more, but less than 1.5 miles	Distance Code D: 1.5 miles or more
Kindergarten	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grade 1	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grade 2	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grade 3	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 4	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard

WES SCHOOL BUS BEHAVIOR EXPECTATIONS & CONSEQUENCES VIOLATING BUS BEHAVIOR EXPECTATIONS

On the bus, scholars are expected to:

1. Follow the bus driver's directions all the time.
2. Remain in their seats with seat belts buckled at all times.
3. Keep their hands, feet, and other body parts to themselves.
4. Refrain from throwing objects on or out of the bus.
5. Speak quietly and not disturb the driver or others.
6. Use appropriate language.
7. Keep the bus clean, including not eating or drinking on the bus.
8. Always report misbehavior to Mr. Hill so that school staff can follow up with scholars and families accordingly.
9. Use cell phones only in case of emergency or to contact a parent who is running late to a bus stop.

Because we take safety, and therefore bus behavior, very seriously, the following rules are included in the WES Bus Behavior Expectations:

10. **Misbehaving on School-Provided Transportation:** Students are subject to temporary or permanent denial of school-provided transportation (in addition to other consequences) if found in violation of the bus behavior expectations above. In these situations, parent(s)/guardian(s) are responsible for student travel to and from school.
11. **Parent Behavioral Conduct Expectation:** Students may also have their riding privileges suspended if any adult dropping off or picking up a student from a bus stop behaves in a manner which impedes the safety or well-being of any student. Such actions include, but are not limited to, crossing the threshold of the bus entrance, or boarding the bus for any reason, except at the direct request of the bus driver or a school employee. In these situations, parent(s)/guardian(s) are responsible for student travel to and from school.
12. **Return to School:** Students who are not picked up from the bus on time will be brought back to school at the end of the route. For the first offense, it is a warning. After the initial warning, if a student is brought back to school 3 times within a semester, that student will be suspended from the bus for the remainder of the semester.

Note: WES reserves the right to bring a scholar to the nearby precinct if not picked up in a timely fashion.

Please see behind for an explanation of the consequences for violating the Bus Behavior Expectations. All consequences for violations of the Bus Behavior Expectations are set by the Dean of Students.

WES Consequences for Violating Bus Behavior				
	Action #1	Action #2	Action #3	Action #4
1st Offense	Family is notified via phone about the incident that occurred. Dean of student determines severity of actions and administers consequence.	Scholar is spoken to about correcting her behavior by the Dean of Students.	Scholar receives a two week suspension from both the morning and afternoon bus, starting the day after the violation. A suspension letter is sent home.	Dean of Students, scholar, and parent <u>MAY</u> have a conference before bus riding privileges are reinstated
2nd Offense	Family is notified via phone about the incident that occurred. Dean of student determines severity of actions and administers consequence.	Scholar is spoken to about correcting her behavior by the Dean of Students.	Scholar receives a month suspension from both the morning and afternoon bus, starting the day after the violation. A suspension letter is sent home.	Dean of Students, scholar, and parent <u>MAY</u> have a conference before bus riding privileges are reinstated
3rd Offense	Family is notified via phone about the incident that occurred. Dean of student determines severity of actions and administers consequence.	Scholar is spoken to about correcting her behavior by the Dean of Students.	Scholar is suspended from the bus for <u>THE REMAINDER OF THE SEMESTER</u> , starting the day after the violation.	

Read from Left to Right

Note: If a scholar or parent commits an **EGREGIOUS ACT** on the school bus, the scholar suspension may be escalated at the Dean's discretion. **EGREGIOUS ACTS** include but are not limited to: 1. hitting of any nature between scholars, 2. acts of verbal or physical aggression from parents towards bus driver, fellow WES parent, other WES scholars, or school employee for a matter pertaining to bussing; or 3. parent entering or stepping into a school bus.

List of WES Bus Stops

Below is a list of all of our Bus Stops for the 2023-2024 School Year.

BUS STOP	INTERSECTION	MORNING ROUTE	Morning Route Pick-Up Time	AFTERNOON ROUTE	Afternoon Route Drop-Off Time
0106	BUSHWICK AV && GREENE AV	K1425	6.39 AM	K9425	4.37 PM
0204	DRIGGS AV && S 3 ST	K1408	7.36 AM	K9408	3.54 PM
0105	DRIGGS AVE && S 9 ST	K1408	7.30 AM	K9408	3.59 PM
0104	HANCOCK ST && MALCOLM X BLVD	K1425	6:49 AM	K9425	4.47 PM
0202	LEXINGTON AV && MALCOLM X BLVD	K1425	6.51 AM	K9425	4.44 PM
0203	NASSAU ST && NAVY ST	K1408	7.15 AM	K9408	4.19 PM
0102	PARK AV && TOMPKINS AV	K1425	7.04 AM	K9425	4.29 PM
0206	PATCHEN AV && FULTON ST	K1425	6.46 AM	K9425	4.51 PM
0201	WILSON ST && BEDFORD AVE	K1408	7.28 AM	K9408	4.03 PM

CERTIFICATION OF RECEIPT OF
WES SCHOOL BUS BEHAVIOR EXPECTATIONS & CONSEQUENCES FOR VIOLATION
BUS BEHAVIOR EXPECTATIONS
<PLEASE SIGN & RETURN>

I have received a copy of the Williamsburg Elementary School Bus Behavior Expectations & Consequences for Misbehavior and understand that my scholar and I are responsible for becoming familiar with and adhering to the policies described within it. Signing this agreement signifies willingness to comply with all bus rules and the consequences administered by the school upon any bus rule infraction.

Scholar Name: _____

Scholar Grade: _____

Scholar Class: _____

Parent/Guardian Signature: _____ Date: _____