Transportation Handbook

WESTON PUBLIC SCHOOLS

August 2018

The purpose of this handbook is to provide information about the Weston Public Schools school bus transportation system and to clarify expectations of employees and riders.

1 INTRODUCTION

The Weston Public Schools provides transportation to all students in grades Kindergarten through Grade 12, regardless of distance (School Committee Policy EEA/EEAA/EEAC). The district owns and operates a fleet of 29 buses. In-house transportation includes home-to-school, Metropolitan Council for Educational Opportunity, Inc. (METCO), field trips and athletic trips. During peak times in the Athletic schedule, Weston may not have enough buses to meet our needs. In these cases, we contract with a local provider. Transportation for special education out of district placements is through the EDCO Collaborative purchasing group. Staffing in the department includes a full-time transportation coordinator, a part-time administrative assistant, 25 bus drivers and 3 bus monitors.

The bus is an extension of the school; therefore, bus riders are subject to the same rules and expectations as in school.

2 SCHOOL INFORMATION

The Weston Public Schools educates students in pre-Kindergarten through Grade 12. Transportation is provided to students in Kindergarten through Grade 12. The schools include:

Country School (pre-K through Grade 3) 2 Alphabet Lane Weston, MA 02493 PH: 781-786-5400	Typical Hours: 8:00 AM – 2:20 PM Kindergarten on Wednesdays: 8:00 AM – 12:15 PM
Woodland School (pre-K through Grade 3) 10 Alphabet Lane Weston, MA 02493 PH: 781-786-5300	Typical Hours: 8:00 AM – 2:20 PM Kindergarten on Wednesdays: 8:10 AM – 12:15 PM
Field School (Grades 4 and 5) 16 Alphabet Lane Weston, MA 02493 PH: 781-786-5500	Typical Hours: 8:00 AM – 2:20 PM
Middle School (Grade 6, 7 and 8) 456 Wellesley Street Weston, MA 02492 PH: 781-786-5600	Typical Hours: 8:30 AM Doors Open 8:45 AM – 3:15 PM 7:45 AM – 8:45 AM Thursdays (W Block)

The Transportation Office (bus barn) is located on the Middle School Campus.

High School (Grade 9 through 12)	Typical Hours:
444 Wellesley Street	8:30 AM Doors Open
Weston, MA 02493	8:45 AM – 3:15 PM
PH: 781-786-5800	7:45 AM – 8:45 AM (Thursdays) W Block

All Middle and High School in-town buses will run on a regular schedule Monday through Friday with arrival at the schools prior to the 8:45 AM start. Transportation is not available for those attending Thursdays W Block. Additional information is available on the School Calendar.

3 BUS ROUTES

The Country, Woodland, and Field School students are bused together on the elementary routes. The Middle and High School students are bused together on the secondary routes

Bus routes are designed to meet School Committee policy; maintain reasonable route length; maximize ridership; and conserve fuel.

Route design: Each July, the Transportation Department works with the Technology Department to load the upcoming year's students (grade and residency location) into the routing software. Throughout the summer, the database is updated as information about student movements (into and out of the district) become known. Based on the location of the residency, and historical ridership numbers, routes are created.

The following guidelines are used in developing routes:

- Minimize left hand turns to conserve fuel;
- Maximize number of riders per bus with a goal of 75% capacity (52 students on elementary buses and 44 students on middle/high buses);
- Create individual driver schedules as a mix of north and south side routes;
- Avoid students crossing the road to embark and/or depart from the bus, when possible;
- Maximize site lines at bus stops for upcoming and oncoming vehicles, preferably 200 feet visibility in each direction;
- Minimize impact on traffic and consider in-town traffic congestion points;
- Minimize idling of vehicles;
- Site bus stops based on a worst-case scenario in regard to weather (snow banks, full foliage, etc.);
- Avoid private lanes and dead-end roads;
- Avoid bus stops on hills or on curves (minimizes visibility);
- Avoid situations requiring a bus to back up;
- Drop off areas should be in one direction in a counter clockwise direction to ensure the loading and unloading of students occurs on the right-hand side of the bus nearest the building; and
- Consider the route conditions (narrow roads, location of sidewalks, safe gathering spots, site lines, etc.).

The routes are finalized in mid-August. Once the routes are completed, the routes are posted on the district's web site and published in the local newspaper. During the month of September, adjustments may be made to ensure appropriate arrival times at schools. If there are changes to the routes, the web site will be updated.

Length of route: The length of the routes should not exceed 45 minutes.

Number of routes: The number of bus routes will be determined annually by the Transportation Coordinator based on the guidelines outlined in this handbook. Routes vary year to year so it is important for parents/guardians to review the web site prior to school starting each year.

In-town late buses: The district provides late bus runs to accommodate after school activities, academic support and athletic participation. The in-town late bus run schedule is as follows:

- The three elementary schools are served by two late buses that run Monday through Thursday on day's activities are offered. The two buses serve the North Side and the South Side leaving the Case Campus at 3:20 PM after picking up at each school.
- The middle and high schools have two late bus runs that depart the middle school at 4:15 PM (4:20 PM at the high school) and a second at 6:00 PM (6:05 PM from the high school).
- There are for (4) late buses that cover the town. The late buses are named by color: blue, green, red and orange. The blue and green cover the north side of town; the red and orange cover the south side of town. Stops are less frequent and are designed to meet the needs of all students.
    - Orange Bus: The south side, west of Wellesley Street, including Route 20
    - Red Bus: The south side, east of Wellesley Street, including Route 20.
    - Green Bus: Highland Street to the north side, west of Conant Road.
    - Blue Bus: Ash and Newton Streets to the north side, east of Conant Road.

The in-town late bus run routes are posted in the Main Office of each school.

METCO late buses: The district provides late bus runs to accommodate after school activities, academic support and athletic participation. The METCO late bus run schedule is as follows:

- The three elementary schools are served by a single shuttle bus runs Monday through Thursday on day's activities are offered. The shuttle bus leaves the Case Campus at 3:15 PM, referred to as ML2E after picking up at each school.
- The middle and high schools have two late bus runs that depart the middle school at 4:15 PM (4:20 PM at the high school) and a second at 6:00 PM (6:05 PM from the high school). If the buses arrive at the school late, all buses must wait a full 5 minutes at each school. The 4:15 PM bus is referred to as ML2 that runs Monday through Thursdays. The 6:00 PM bus is referred to as ML3 that runs Monday through Friday.
- During basketball season, an additional late bus (leaving WHS at 7:30 PM) is added as needed. This bus is referred to as ML4.

Bus stops: For elementary routes, bus stops are centered on the residencies of Kindergarten students. For elementary age students (Kindergarten through Grade 5), walking distances to stops will be minimal. On average, secondary age students (Grades 6 through Grade 12) will be expected to walk up to 0.8 of a mile to and from the bus stop.

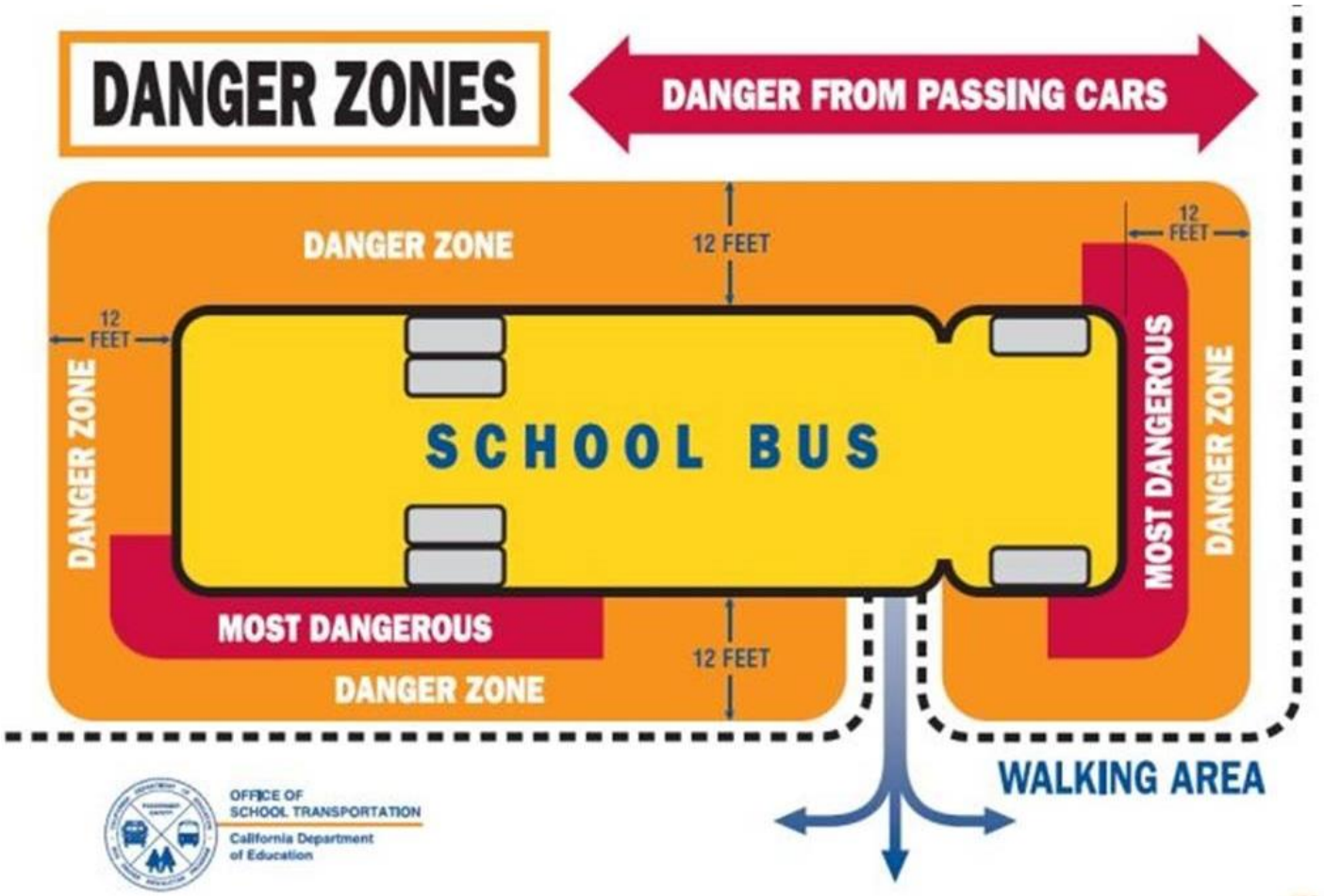
Play dates/after school activities in Weston: Elementary students must ride their assigned routes unless a written note is presented to the driver. Approval of such requests is at the discretion of that schools' Principal and/or the Transportation Coordinator.

4 BOARDING BUSES

Only Weston Public Schools students and staff shall board the bus. Any parent, guardian or non-Weston Public School student boarding the bus without specific permission from the Transportation Coordinator, shall be treated as a trespasser.

Buses will turn on the ***yellow flashing lights*** to indicate that the bus is preparing to stop to load or unload children. The ***red flashing lights*** and extended stop arm indicates that the bus has stopped, and that children are getting on or off.

Below is a visual map of the danger zones around the school buses (copied from the California Department of Education):



When boarding the bus, students should:

- Be at the bus stop 5 minutes before the scheduled pick up time;
- Be at least 6 feet back from the curb when the bus is approaching;
- Use caution in wet or snowy weather as the steps may be slippery;
- Wait for the bus to come to a complete stop, the ***red flashing lights*** are on and the driver has opened the door and indicated to the student it is time to board the bus;
- Never pass behind the bus, be sure the bus driver can see you always;
- Only cross the street once the driver has indicated it is safe to do so;
- Use the handrails to avoid falls; and
- Greet the bus driver.

When exiting the bus, students should:

- Remain seated until the bus has come to a complete stop and the driver has opened the door at your designated stop;
- Proceed to the front of the bus promptly and orderly;
- Use the handrails to avoid falls, be mindful of clothing and backpack straps so they are not caught on the seats or handrails;
- Use caution in wet or snowy weather as the steps may be slippery;
- Remove earphones/earbuds before exiting the bus;
- Step off the bus and take at least five giant steps (10 feet) away from the bus;
- Look in both directions for oncoming cars before crossing, and wait for the bus driver to indicate it is safe to cross;
- Never cross the roadway behind the bus, be sure the bus driver can see you always;
- Never stop to pick something up from the ground near the bus without notifying the driver to ensure the driver can clearly see the student;
- Walk directly home by the safest route; and
- Beware of moving vehicles and pedestrians exhibiting unusual behavior.

To ensure the safety of the students entering and exiting the bus, all parties must pay attention to these guidelines and be mindful of the environment surrounding the bus. If a driver notices anything out of the ordinary during the course of the route or are told about an incident by a student, the driver will radio the Transportation Coordinator. The Transportation Coordinator, with the input from the Building Principal and Assistant Superintendent for Finance and Operations, will determine whether to contact the police or not.

5 RESPONSIBILITIES

The safe transportation of students is a shared responsibility of students, parents/guardians, bus drivers, bus monitors, and administration.

Student Responsibilities:

- Listen to and follow the driver's and/or bus monitor's instructions always;
- Sit properly with their back against the back of the seat and their bottoms against the bottom of the seat while the bus is in motion;
- Remain seated until the bus comes to a complete stop at the designated stop;
- Keep hands to themselves and be respectful of others' personal space;

- Use electronic devices in a private manner i.e. with headphones (Weston Public Schools will not take responsibility for any loss or damage of electronic devices);
- Bring art projects, musical instruments, and athletic equipment that can safely fit on the student's lap or under the seat (see below);
- Be alert to traffic;
- Refrain from play-fighting, teasing, pushing, hitting, fighting, swearing or throwing objects;
- Be obedient and respectful toward other students, the driver, bus monitors and passing vehicles;
- Use cell phones in an appropriate and responsible manner (i.e. no videotaping);
- Refrain from eating, drinking and smoking (including e-cigarettes), chewing gum, or bringing tobacco, alcohol, drugs or any controlled substance on the bus;
- Refrain from bringing animals, glass objects, nuisance items, hazardous materials, explosives or weapons on the bus (excludes service animals);
- Refrain from opening windows without permission of the bus driver (rear exit emergency doors should only be open in case of an emergency or directed by the bus driver);
- Refrain from throwing items out the windows;
- Refrain from using loud voices, profanity and or obscene gestures;
- Refrain from extending arms, legs, head or other body parts out of a bus window;
- Refrain from vandalizing, destructing or defacing school property;
- Report misbehavior or destruction of property to the driver or school officials;
- Refrain from walking behind the bus; and
- Remain silent at railroad crossings when the driver's door is opened to listen for any oncoming trains.

Musical Instruments

Allowed on Bus	Not Allowed on Bus
Violin	Bass
Viola	Baritone
Piccolo	Euphonium
Flute	Tuba
Clarinet	Baritone Saxophone
Oboe	Keyboards of any Type
Trumpet	Xylophone – over 30 inches
Bassoon	Drums/cymbal sets
Alto Saxophone	Guitars
Soprano Saxophone	
Mini Baritone	Cello (with Permission)
Xylophone – under 30 inches	
Drum practice pad	
Pbone (beginner trombone)	
Bass Clarinet	
French Horn	
Tenor Saxophone	
Trombone	
Any instrument in a case that the student can hold securely on his/her lap and/or is under 30 inches in height and /or 14 inches in width.	Any instrument in a case that the student cannot hold securely on his/her lap and/or is over 30 inches in height and /or 14 inches in width.

Art Projects and Athletic Equipment

Allowed on Bus	Not Allowed on Bus
Any item that the student can hold securely on his/her lap and/or is under 30 inches in height and /or 14 inches in width.	Any item that the student cannot hold securely on his/her lap and/or is over 30 inches in height and /or 14 inches in width.

Parent/Guardian Responsibilities:

- Have students at the bus stop 5 minutes prior to expected bus arrival time;
- Remind students to wait until the bus has come to a complete stop, the door has been opened, and the driver motions to the student to board;
- Introduce yourself to your bus driver;
- Discuss any medical issues regarding your child (i.e. EpiPen use, etc.) with the driver (if appropriate);
- Be mindful of daylight saving time in terms of visibility of your child;
- Discuss appropriate bus behavior with your child, including appropriate sections of this manual;
- Never 'chase' the bus either on foot or by car;
- Yield to a school bus;
- Keep the contact information handy;
- Get to know other parents/guardians at your stop and on your route;
- Review safety protocols with your children (i.e. strangers, danger areas around the bus, etc.)
- Never pass a bus when the red stop sign/arm is visible and/or the yellow flashing lights are on;
- Abide by the Do Not Enter and / or Bus Only signs at the schools;
- Contact the Transportation Coordinator or complete the on-line Bus Complaint Form to communicate concerns to the Transportation Office;
- Do not confront the driver or distract the driver from the completion of their route;
- Do not board the bus for any reason;
- Avoid gift giving to the drivers/monitors;
- Use the transportation system (safest means of transporting school children); and
- Browse lost and found at the Transportation Office if missing items.

Additional Parent/Guardian Responsibilities of Elementary Students:

- Kindergarten and Grade 1: Parents/guardians are expected to meet the bus at the bus stop or be clearly visible in the doorway prior to the student being let off the bus. If a parent or guardian is not visible, the student will be brought back to the elementary school for parent/guardian pick-up.
- Grades 2 and Grade 3: Parents/guardians are expected be clearly visible prior to the student being let off the bus. If a parent or guardian is not visible, the student will be brought back to the elementary school for parent/guardian pick-up.

Bus Monitor/Bus Driver Responsibilities:

The bus monitor and/or bus driver shall have the full authority as well as responsibility for control of the conduct of students while they are on the bus.

- Abide by the laws of the road, including wearing seatbelts always;
- Be courteous and respectful toward students and parents/guardians;
- Set clear student behavior expectations for the bus;
- Keep the bus clean and in good, safe working order.
- Notify Principals, Assistant Principals and/or METCO Director of any behavioral issues that arise;

- Maintain a safe driving record, a valid license with applicable endorsements, and attend required safety trainings;
- Conduct daily pre-trip inspections and report promptly in writing to the Transportation Coordinator any defects or deficiencies;
- Refrain for operating a moving school bus while using a mobile telephone (drivers can be subject to a fine: M.G.L. Chapter 90, Section 7B.);
- Do not refuel when students are on the bus;
- Conduct daily post trip inspections of the interior of the bus including behind and underneath each seat;
- Do not video tape (audio or visual) students or adults on or around the bus;
- Do not install (permanently or not) any personal device without the prior approval of the Superintendent (i.e. cameras, radios, audio/video recording devices; etc.)
- Know the students on the bus by name;
- Introduce yourself to the families of the students;
- Pull off the road and/or stop to answer the radio;
- Leave all personal electronic devices at the bus office;
- Follow the assigned bus route unless a modification is approved, in writing, by the Transportation Coordinator;
- Maintain appropriate demeanor always, including appropriate language;
- If a confrontation occurs, request the student/parent/guardian contact the Transportation Office for further discussion. Do not engage the individual;
- Provide daily rider counts to the Administrative Assistant after each route;
- File an incident report with the Transportation Coordinator and Assistant Superintendent for Finance and Operations when any damage has occurred to a town-owned vehicle;
- Contact police in the event of an accident;
- Do not use town-owned resources (vehicles, communication tools, technology, etc.) for any type of personal use; and
- In the case of an emergency, ensure all protocols are followed and student safety is prioritized.

Administration Responsibilities:

- Design safe and efficient routes;
- Schedule, in conjunction with the Weston police Department, bus emergency evacuation drills twice each year;
- Ensure all buses are clearly marked with the appropriate route number/color;
- Ensure all drivers and bus monitors are aware of the expectations and importance of their roles;
- Ensure drivers are properly licensed and attend the required school bus driver in-service safety training (minimum of 8 hours annually);
- Provide cardiopulmonary resuscitation (CPR) training every 3 years;
- Contract with a licensed provider to conduct random drug and alcohol tests in accordance with the U.S. Department of Transportation (DOT) requirements;
- Maintain the bus storage lot and ensure no personal vehicles are garaged there;
- Ensure the school bus vehicles are safe and well maintained;
- Seek external funding sources for alternate fuel vehicles;
- Collaborate with the Weston Department of Public Works to ensure proper and timely maintenance of school buses;

- Collaborate with the Weston Department of Public Works, Police and Fire to identify and resolve areas of concern (i.e. brush removal, construction and/or paving projects, clearing sidewalks and walking paths, snow removal, sanding, etc.); and
- Follow incident notification protocols.

6 INCIDENT NOTIFICATION PROTOCOL

A notification protocol has been developed to ensure clear and timely communication in case of an incident involving a school bus. Communication will be between the Transportation Coordinator and the school for:

- Late buses; and
- Bus breakdowns.

Communication to parents/guardian will be in cases of:

- Bus accidents; and
- Serious incidents.

Late Buses: If a bus is expected to be late to school and / or home due to traffic or weather, the Transportation Coordinator, or designee, will notify each school's main office as soon as practical. The information to be provided is:

Bus Number
Driver Name
Estimated Arrival Time or Minutes Delayed

Bus Breakdowns: If a bus breaks down, the Transportation Coordinator, or designee, will contact the school's main office as soon as a second bus has been sent to the scene. The information to be provided is:

Bus Number
Driver Name
Location of Breakdown
Estimated Arrival Time or Minutes Delayed

Bus Accident: If there is an accident involving a bus, the Transportation Coordinator, or designee, will contact the police. Once the police are notified, a replacement bus will be sent to the scene of the accident. Once these two contacts have been made, the Transportation Coordinator will contact the Assistant Superintendent for Finance and Operations and/or the Superintendent's Office. In addition, all effected schools will be contacted as soon as practical. The information to be provided is:

Bus Number
Driver Name
Location of Accident
Number of Students on the Bus
Extent of Injuries (Is Ambulance Needed)
Schools Effected (Elementary, Middle or High)
Estimated Arrival Time or Minutes Delayed

The Assistant Superintendent for Finance and Operations and/or the Superintendent will send out a grapevine message. Depending on the extent of the injuries, individual phone calls to the effected parents/guardians will occur.

Serious Incident: If there is a serious incident involving a bus, the Transportation Coordinator, or designee, will contact the police (if necessary). Once this contact has been made, the Transportation Coordinator will contact the Assistant Superintendent for Finance and Operations and/or the Superintendent's Office. In addition, all effected schools will be contacted as soon as practical. The information to be provided is:

Bus Number
Driver Name
Location of Incident
Number of Students on the Bus
Brief Explanation of Incident
Schools Effected (Elementary, Middle or High)
Estimated Arrival Time or Minutes Delayed

The Assistant Superintendent for Finance and Operations and/or the Superintendent will send out a grapevine message. Depending on the incident, individual phone calls to the effected parents/guardians will occur.

Note: When there is no answer at the school's main office, the Transportation Coordinator will text the Principal with a note: Bus incident, please call me.

7 DISCIPLINE

The School Principal, Transportation Coordinator, METCO Director, and/or Assistant Superintendent for Finance and Operations will investigate all reports of improper behavior, including the nature of the allegations. The school will notify the parent/guardian of both the target and the aggressor. If the school principal has a reasonable basis to believe that the incident may involve criminal conduct, the principal or designee will notify the local law enforcement agency.

Given the variety of situations that can be encountered during a route, the driver and monitor must exercise judgement regarding the seriousness of infractions. Discipline report forms are provided to drivers and bus monitors to documents concerns. Completed forms are given to the appropriate School Principal(s) and the Transportation Coordinator.

Offenses that the driver and/or monitor judge to jeopardize the safety of others on or off the bus will be dealt with firmly and immediately.

Minor offense:	Student spoken to by Principal
First offense of a serious nature:	Student spoken to by Principal
Second offense of a serious matter:	Parent/guardian notified and pupil spoken to by the Principal
Third offense of a serious matter:	Parent/guardian notified; privilege to ride the bus suspended for 3 days
Fourth offense of a serious matter:	Parent/guardian notified; privilege to ride the bus suspended for 5 days
Fifth offense of a serious matter:	Parent/guardian notified and privilege to ride the bus suspended until the school principal and Transportation Coordinator are convinced that good behavior and safety are assured.

Multiple minor offenses by the same offender will be treated as a serious matter for disciplinary action.

Based on the nature of the incident, the Principal, METCO Director and/or Transportation Coordinator may use their judgement and vary from the guidelines above at their sole discretion.

8 COMPLAINTS AND INVESTIGATIONS

The Weston Public Schools provides a comprehensive student transportation program with a long track record of safe, efficient travel between home and schools; schools and field-trip sites; and schools and athletic contest sites. Buses are an extension of the school environmental and all drivers and passengers are expected to maintain the same high standards of behavior that are required in the classroom.

Open communication is critical to ensuring all standards are met. The Bus Concern Form is intended to facilitate the communication of transportation related concerns to school officials. Reports submitted on the web site will be forwarded electronically to a predetermined list of school officials and, if serious matters of safety are involved, to local law enforcement agencies.

All concerns will be investigated within two school days, after which the reporter will be notified of the status of the response. If a concern leads to disciplinary measures against a student or staff person, please be aware that this information may be confidential and the reporter will be notified only that the matter has been resolved.

Retaliation against any child based on supposition or belief that the child or their parents/guardians are the source of a complaint will not be tolerated under any circumstances and will be the basis of disciplinary action up to and including termination. At the discretion of the Transportation Coordinator and/or other Administrator, an employee subject to an investigation may be immediately suspended with pay until the investigation is complete and pending the outcome of the investigation.

9 DRIVER LICENSURE REQUIREMENTS

A school bus driver is a very important part of your child's school day. Drivers are the first to greet the students and the last to wish them a good day. Given the importance of their role, there are many requirements a driver must abide by:

Licensure Requirements:

1. Drivers must hold a Commercial Driver's License (CDL) with an (S) endorsement that allows the driver to drive a school bus with children on board. The license must be renewed every three (3) years.
2. Drivers must also hold a School Bus Driver Certificate from the Massachusetts Department of Public Utilities (DPU). This license is renewed annually and must be accompanied by a copy of their physical.
3. Drivers must have an U.S. Department of Transportation (DOT) physical. This is on an annual basis and must be within 90 days of the DPU application.
4. Pass a Criminal Offender Records Inquiry (C.O.R.I.) every three (3) years.
5. Pass a Massachusetts State Ethics on-line training every three (3) years.
6. Pass a state and federal fingerprinting check. This occurs before the initial hiring of the individual.
7. Pass random drug and alcohol tests per the U.S. Department of Transportation requirements throughout their employment.

Mandatory Reporters:
Under Massachusetts law, all reports of suspected abuse and/or neglect of children under the age of 18 must be reported to the Department of Children and Families (DCF)[1]. Massachusetts law requires mandated reporters to immediately make an oral report to DCF when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse and/or neglect. A written report is to be submitted within 48 hours.

If a bus driver or bus monitor suspect abuse and/or neglect, they are required to contact the School Principal immediately. The School Principal is the one responsible for filing the report, should one be required.

10 Other Important Issues

There are many other issues related to transportation that are important to note.

State Ethics:
There are a variety of ways to show appreciation to a WPS employee. WPS recommends that gifts of substantial value not be given to employees; by doing so, an employee may be at risk of being in violation of the state ethic laws.

The state's financial disclosure law, G. L. c. 268B, restrict gifts and gratuities that public employees may receive. The law prohibits "anything of substantial value." Gifts may include honoraria and any free or discounted items or services, such as meals, entertainment event tickets, golf and travel expenses, for which payment is normally required. "Substantial value" has been defined by the state as $50.00.

Private Use of Buses:
Weston Public Schools vehicles are not available for rent or lease to private entities.

[1] Massachusetts General Law, Chapter 119, section 51A and Commonwealth of Massachusetts Regulations (110 CMR section 2.00)

APPENDIX A

The Weston Public Schools provides transportation to three entities. These include Wayland Public Schools (Minuteman Vocational) to Wayland residents; late buses to Meadowbrook School of Weston students; and Weston/Wayland Crew team members. These arrangements are a year-to-year commitment.

Wayland Public Schools (Minuteman Vocational School in Lexington):

1. Sign the "Transportation Agreement" (Form Attached);
2. Provide a Certificate of Liability form listing the Town of Weston as additionally insured;
3. Collect all required materials requested by the Weston Public Schools and submit to the Transportation Coordinator by August 1st; and
4. Enforce the rules established by the Weston Public Schools.

Meadowbrook School of Weston (Late Buses):

5. Sign the "Transportation Agreement" (Form Attached);
6. Provide a Certificate of Liability form listing the Town of Weston as additionally insured;
7. Collect all required materials requested by the Weston Public Schools and submit to the Transportation Coordinator by August 1st; and
8. Enforce the rules established by the Weston Public Schools.

Weston/Wayland Crew (Wayland Residents Only):

1. Collect all required materials requested by the Weston Public Schools and submit to the Transportation Coordinator before the start of the season; and
2. Enforce the rules established by the Weston Public Schools.

APPENDIX B: TRANSPORTATION AGREEMENT EXAMPLE

This Transportation Agreement ("Agreement") is entered into and between the _____ ("_____") and the Weston Public Schools ("Weston") (collectively, "the Parties."). As the term is used herein, "Weston" shall include the Weston School Committee, the Town of Weston, and all its employees and representatives.

Whereas, _____ is a private, non-profit organization providing pre-school educational services in the Town of Weston to children living in the Town of Weston and the City of Boston;

Whereas, _____ students are not students in the Weston Public Schools;

Whereas, _____ desires to have Weston provide certain transportation services to _____ students between the City of Boston and Town of Weston;

Whereas, Weston has no legal obligation to provide transportation services to _____ students;

Now, therefore, the Parties hereby agree to the following terms:

1. Weston agrees to provide transportation to students enrolled with _____ to and from the Town of Weston and City of Boston only on days that the Weston Public Schools are in session, provided a parent or legal guardian of a _____ student seeking transportation pursuant to this Agreement (1) signs Weston's waiver and release form, and (2) completes a bus pick-up authorization form.

2. If a Weston bus monitor is absent for any reason, _____ must provide an employee to act as a bus monitor;

3. _____ must provide a certificate of insurance listing the Town of Weston as an additionally insured party for at least $1,000,000 per occurrence; $3,000,000 general aggregate; and $2,000,000 minimum umbrella/excess;

4. _____ agrees to defend, indemnify, and hold harmless Weston from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including costs and reasonable attorneys' fees, arising in whole or in part from the acts, errors, mistakes, omissions, or work in connection with the transportation services provided pursuant to this Agreement;

5. Payment from _____ to Weston for these transportation services is based on actual expenses of operating the bus [total cost x percent of _____ students];

6. Weston reserves the right to terminate these transportation services at any time, upon one week [seven (7) calendar days] written notice to _____; and

7. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts and may be amended or modified only in writing executed by the Parties. Should any provision be declared by any court to be invalid, the validity of the remaining provisions shall not be affected, and the invalid provision(s) shall be deemed not a part of this Agreement. The language of all parts of this Agreement shall be construed as a whole, according to its fair meaning, and not strictly for or against any Party.

APPENDIX C: STUDENT BUS PICK-UP AUTHORIZATION FORM EXAMPLE

For the safety of our students, we are asking that you provide us, in advance, names of individuals who have your permission, other than you, to pick up your child at your designated bus stop. You may pre-authorize individuals by listing them below. Please let these individuals know that they may be asked to show photo identification if a driver and/or bus monitor is unfamiliar with them. Anyone coming to pick up your child who is not on the list ***will not*** *be allowed to receive and leave with your child unless we have received a prior, written notification from the custodial parents/guardians.*

Student Name: _____

Custodial Parents/Guardians: _____

Authorized adult to pick up my child at the bus stop:

Name:	Phone Number(s):	Relationship: Emergency Only: Yes / No
Name:	Phone Number(s):	Relationship: Emergency Only: Yes / No
Name:	Phone Number(s):	Relationship: Emergency Only: Yes / No
Name:	Phone Number(s):	Relationship: Emergency Only: Yes / No

Adults who are NOT authorized to pick up my child at the bus stop:

Name(s):

Parents/Legal Guardian Authorization:

The information above is correct, and I/we hereby give permission for my child to be picked up from the individuals listed above. I/we understand that my child will not be released to any individual that is not listed on this form.

_____

Parents / Guardian Printed Name

_____

Parents / Guardian Signature Date

APPENDIX D: PARENTAL RELEASE FROM LIABILITY EXAMPLE

By signing below, I/We, the undersigned parent(s) or guardian(s) of _____, a minor ("child"), do hereby agree on behalf of myself/ourselves and my/our child as follows:

1. I/We request and authorize that my child be conveyed to and/or from the _____, a private educational program, by bus transportation provided by the Weston Public Schools. I/we understand that the Weston Public Schools has no legal obligation to provide transportation for the _____.

2. I/We hereby release, discharge, indemnify and otherwise hold harmless the Weston Public Schools, Weston School Committee, Town of Weston and its departments, employees, volunteers and agents (hereinafter "Weston"), from any and all claims, bodily or mental injuries (known or unknown), damages, losses, causes of action or expenses of whatever kind or nature which I/we and/or our child may incur or arise, directly or indirectly, from the child's transportation to and/or from the _____, including those claims, injuries, causes of action or expenses after the child has reached majority age. I/we understand and agree that my child is transported at my/our own risk and not at the risk of the Weston.

3. In the event of an emergency, I do hereby authorize Weston to arrange such medical attention for my child as may be reasonable and available under the circumstances and I undertake to pay all medical and hospital fees and incidental charges in respect of medical attention given to my child and to reimburse Weston for any such fees and charges and all incidental costs and expenses which may have been paid by Weston.

Signature(s) of Parent(s) or Guardian(s) Date Relationship

Child's Last Name First Name Middle Initial

Home Address Zip Code

_____ Mo. ____ Day ____ Yr. ____
Telephone No. Date of Birth

IN CASE OF EMERGENCY CALL

1. _____
Name Telephone No. Relationship

2. _____
Name Telephone No. Relationship

Family Health Insurance Plan Policy No.