

# SIMSBURY PUBLIC SCHOOLS

*SCHOOL DISTRICT  
TRANSPORTATION BOOKLET  
FOR PARENTS*

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Dear Parents/Guardians:

The information included in this School District Transportation Information Booklet is provided to families of all students enrolled in the Simsbury Public Schools to introduce you to important district-wide transportation and safety procedures.

Board of Education policies on Transportation, Bus Safety Rules, School Bus Behavior, and Motor Vehicle Regulations are included for your review. It is important that you are aware of this information. This information booklet also contains general transportation information and school opening and early dismissal times.

As you discuss the upcoming school year with your child(ren), please take the time to review bus safety such as the rules located on page 13.

Please feel free to contact me with your concerns about transportation.

Susan Caccamo  
Transportation and Enrollment Coordinator  
860-323-8140  
860-651-4343 FAX  
[scaccamo@simsbury.k12.ct.us](mailto:scaccamo@simsbury.k12.ct.us)



## **BUS STOP TIMES**

Students are requested to be at designated bus stops (the end of a driveway or a community corner stop) **10 minutes before scheduled pick up time**. Times listed on the route sheets are computer-generated and are meant as a guideline; they are subject to change due to route changes. This is especially true in the first few weeks of school when timing and routing adjustments are being made. There are new students, new routes, and new drivers, and understandably, there is an adjustment period. Times can also be influenced by traffic, weather, and temporary road construction throughout the year.

Approximately two weeks before the start of a school year, complete bus routes will be available for viewing in all school offices, the Board of Education offices, and on Simsbury's website.

## **KINDERGARTEN BUS TAGS**

Kindergartners will receive a nametag with their bus assignment at their Meet and Greet session a few days before school starts. Please have your child wear the tag during the first couple weeks of school, as it enables bus drivers and teachers to identify your child as a Kindergarten student and first-time user of the bus. If you are unable to attend Meet and Greet, your child will receive their tag on his/her first day of school.

## **SPECIAL EDUCATION TRANSPORTATION**

For those students who have been identified with special services and need alternative transportation requirements, you may contact the Special Services Department at 860-658-3873.

## **REQUEST FOR ALTERNATE TRANSPORTATION**

If you require a change in transportation for your child for daycare purposes or to additional parent homes, please contact the Transportation Office in writing at [scaccamo@simsbury.k12.ct.us](mailto:scaccamo@simsbury.k12.ct.us) . Approval may be granted provided space is available on the bus.

## **ROUTE AND/OR TIME CHANGES**

The bus driver will notify students of minor timing adjustments. The school will notify parents in a timely manner of substantial changes in timing or routing.

**If a child has not arrived at his/her destination at the end of the school day, call Salter's Express at 860-651-3311. Please have your child's bus number ready to save time.** Your child may have missed his/her stop and the driver is in the process of returning to that stop at the end of the route. If the school is in session, the child may be returned to his/her school.

**SIMSBURY PUBLIC SCHOOLS  
SIMSBURY, CT**

**BOARD OF EDUCATION - CENTRAL OFFICES  
933 Hopmeadow St., Simsbury, CT 06070**

Mr. Matthew T. Curtis  
Superintendent of Schools  
860-651-3361

Mrs. Erin Murray  
Assistant Superintendent for Teaching and Learning  
860-651-3361

Mr. Neil J. Sullivan  
Director of Personnel  
860-651-3361

Mr Burke LaClair  
Business Manager  
860-651-3361

Mrs Susan Homrok-Lemke  
Assistant Superintendent of Pupil Services  
860-658-3873

Mrs. Nancy Forsberg  
Special Services Supervisor  
860-658-3873

Mrs Susan Caccamo  
Transportation and Enrollment Coordinator  
860-323-8140  
860-651-4343 (Fax)

## **SIMSBURY PUBLIC SCHOOLS**

### **Grades 9-12**

#### **Simsbury High School**

Mr. Andrew O'Brien, Principal  
Ms. Ingrid Coloske, Secretary  
Mr. Stephen Patrina, Assistant Principal  
Ms Gayle Simon, Secretary  
Mr Kenneth Pera, Assistant Principal  
Ms Cindy Barall, Secretary  
Mrs Georgia Robert, Assistant Principal  
Ms Lori Brandt, Secretary  
860-658-0451

### **Grades 7-8**

#### **Henry James Middle School**

Mr Scott Baker, Principal  
Ms Jane Rosenbush, Secretary  
Ms Anjanette Belmonte, Assistant Principal  
Ms Cheryl Patton, Secretary  
860-651-3341

### **Grades K-6**

#### **Central School**

Mrs Beth Hennessy, Principal  
Mrs JoAnne Chase, Secretary  
860-658-4732

#### **Tariffville School**

Mr Stephen Matyczyk, Principal  
Mrs Sharon Mutch, Secretary  
860-658-5825

#### **Latimer Lane School**

Mr Michael Luziatti, Principal  
Mrs Beth Jarvis, Secretary  
860-658-4774

#### **Tootin' Hills School**

Mrs Maggie Seidel, Principal  
Mrs Lori Blomberg, Secretary  
860-658-7629

#### **Squadron Line School**

Mrs Meg Evans, Principal  
Mrs Debbie Pinkham, Secretary  
Mrs Jacqueline Petrella, Assistant Principal  
Mrs Donna Richardson, Secretary  
860-658-2251

## SCHOOL HOURS

### Regular Day

High School/Middle School 7:32 am – 2:10 pm

Central, Latimer Lane,  
Tariffville, and Tootin' Hills Schools 8:15 am – 2:50 pm

Squadron Line School 8:45 am – 3:20 pm

### SCHEDULED EARLY DISMISSALS

*Professional Development Days, Elementary Report Card Conferences, day before Thanksgiving, and last day of school*

SHS/HJM early dismissal at 11:15 am

Central, Latimer, Tariffville, Tootin' Hills early dismissal at 12:00 pm

Squadron Line early dismissal at 12:30 pm

### EMERGENCY SCHOOL CLOSINGS

In case of inclement weather, the Superintendent is authorized to close schools. Emergency closing dismissals will be the same time as the scheduled early dismissals above.

Announcements of school closings, delays, or early closings are listed on the following stations and on our website:

**Television Stations:** Channels 3 CBS, 8 ABC, and 30 NBC

**Website:** [www.simsbury.k12.ct.us](http://www.simsbury.k12.ct.us)

If schools are dismissed early because of weather conditions, there will be no afternoon/evening activities. If school has been canceled for the day, please check with the high school for the status of high school interscholastic activities.

### SCHOOL OPENINGS

On regular days, buses start picking up students approximately 40-45 minutes before school opening. For delayed openings, pick-up times will be delayed past your regular time according to the amount of time given for the school delayed opening.

*SAFETY INCLUDES A PARTNERSHIP APPROACH WITH PARENTS, SCHOOL AND STATE.*

Please take a few moments to review the regulations in this brochure with your child. Safety must be communicated to everyone involved in transporting students. You play an important role in assuring your child's safety.

**PARENTAL RESPONSIBILITIES**

Parents are responsible for the conduct of their children while they are waiting for the bus and returning home from the designated bus stop. It is the responsibility of the parent to assure that the student is waiting at his/her designated stop on time. *Students should be at their designated bus stop 10 minutes before the posted time.* Should a student miss the bus, the parent must find alternate means of transporting the child to school.

**Parents of kindergarten students who have no sibling to walk from the bus with *must be at home when the school bus returns the student to his/her home, or must designate a person responsible to receive the child. If the person designated to receive the student is other than the parent, the parent must notify the school office in writing. Students whose parents are not home will be brought back to their school. The school office will contact the parent at their work or emergency number to pick up their child.***

During inclement weather, a bus driver may determine that a hill or street cannot be negotiated safely. Buses may also run later because of inclement weather and traffic. It is the parents' responsibility to make alternate arrangements to assure that their child gets to school.

**STATE RESPONSIBILITIES**

The Connecticut Motor Vehicle Department establishes rules and regulations on equipment and operation of buses and makes annual inspections.



## MOTOR VEHICLES REGULATIONS

**Sec 14-275c-16 PUPIL INSTRUCTION** which reads... At least twice during each school year, each pupil shall be instructed in safe riding practices, and participate in emergency evacuation drills. Precautions shall be taken to prevent accidental injuries. Responsibility for compliance with this section shall rest with the school administration.

**Sec 14-275c-20 ACCESS TO EMERGENCY EQUIPMENT AND EXITS** which reads...The school bus driver shall at all times maintain a clear and unobstructed path to emergency equipment and exits from the vehicle.

**Sec 14-275c-21 TRANSPORTING ITEMS** which reads... No books, chairs, seats, instruments, equipment or articles shall be transported in the school bus driver's compartment or placed in school bus aisles.

### **Sec 14-279. VEHICLES TO STOP FOR SCHOOL BUS**

Penalties. Written warning or summons.

- (a) **The operator of any vehicle or motor vehicle shall immediately bring his vehicle to a stop not less than ten feet from the front when approaching and not less than ten feet from the rear when overtaking or following any registered school bus on any highway or private road or in any parking area or on any school property when such bus is displaying flashing red signal lights, except at the specific direction of a traffic officer.** Vehicles so stopped for a school bus shall not proceed until such bus no longer displays flashing red signal lights. At the intersection of two or more highways vehicular turns toward a school bus receiving or discharging passengers are prohibited. The operator of the vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus which is on a different roadway.
- (b) Any person who violates any provision of subsection (a) of this section shall be fined not less than one hundred dollars nor more than five hundred dollars for the first offense and for each subsequent offense, not less than five hundred dollars nor more than one thousand dollars or imprisoned nor more than thirty days or both.
- (c) Upon receipt of a written report from any school bus operator specifying the license plate number, color and type of any vehicle observed violating any provision of subsection (a) and the date, approximate time and location of such violation, a police officer shall issue a written warning or a summons to the owner of such vehicle.

## **TOWN RESPONSIBILITIES**

Simsbury Town government is responsible for town roads and local police are responsible for crossing protection, and enforcement of traffic regulations.

## **SIMSBURY BOARD OF EDUCATION POLICY**

### **5147 TRANSPORTATION**

Responsibility - The Board of Education shall provide safe and adequate transportation for pupils in grades kindergarten through twelve. However, transportation shall not be provided for such pupils who reside within a reasonable distance from the school they are to attend, and pupils shall be expected to walk a reasonable distance to a scheduled bus stop. "Reasonable distance" shall be specified in the policies, and the bus schedule shall be based on these specifications, with special consideration being given where hazardous conditions exist.

#### **5147.1 Definitions**

- A. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported to or from his/her residence to or from the school in which he/she is enrolled by the Board of Education at public expense, whether by use of publicly-owned equipment or by contract.
- B. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the edge of a public road or highway nearest the pupil's residence to a point at the entrance of the school, or the bus pick-up area, or a safe entrance to the school grounds located within one hundred feet of the school building entrance; or the route from the point on the public thoroughfare nearest the residence to the school bus, or vehicle, embarkation point established by the Board of Education.
- C. "Hazard" means a thing or condition affecting the safety of students walking to and from school, or a designated bus pick-up area.
- D. "Reasonable transportation" or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

## Eligibility

- A. Maximum walking distance authorized by the Board:
  - Kindergarten students, up to one-half mile
  - Grades 1-6 students, up to three-quarters of a mile
  - Grades 7-12 students, up to one and one-half miles

## Transportation to Other Than Legal Residence

The Board of Education authorizes the Superintendent to permit transportation to and/or from destinations other than the legal residence of a student when such transportation is required by regular and daily daycare needs, student employment, or unanticipated family emergencies. The Superintendent is authorized to permit such transportation, provided that:

- A. there is sufficient room on another bus
- B. the alternative pick up or delivery is at a regular stop on a regularly scheduled bus route which is determined on an annual basis
- C. the purpose of the alternate transportation is not recreational, social, or related to after-school youth activities

**NOTE:** It is not assumed that daycare arrangements will be the same for each school year. Please remember to inform the school and the Transportation Office in writing **each** year if your children will come from or go to an address different from their home address.

## BUS SAFETY RULES

1. The **driver is in full charge** of the bus and the children being transported. He/she **is required to enforce all rules and regulations** adopted by the school authorities for the conduct of students riding the bus, as well as all DMV rules.
2. Students should be at the bus stop approximately **10 minutes before the scheduled time**. While waiting for the bus, respect your neighbor's property - don't play tag or run into the street. Inappropriate behavior of a student at a bus stop may result in disciplinary action.
3. Line up single file in front of the bus door. Always use the handrail when boarding the bus and avoid crowding or disturbing others. Students must take a seat when they enter the bus, and **remain seated at all times** while the bus is in motion.
4. Students must not, at any time, extend their arms or head out of the bus window, nor may they open a window without the permission of the driver.
5. Indecent or profane language, loud or disturbing talking, or unnecessary conversation with the driver is expressly prohibited.
6. Students must not throw any articles in or out of the bus.
7. Students shall enter and leave the bus only at the front door except in cases of emergency.
8. Upon arrival at school, let your classmates at the front of the bus get off first.
9. A driver cannot see near the back tires on either side of the bus, right in front of the bus or close to the sides. **Move away from the bus where the driver can see you**. Pupils shall, after alighting from the bus, cross the highway, if necessary, in front of the bus. **Look for the bus driver to signal that the traffic has halted and that it is safe to cross in front of the bus**. It is the **responsibility of the pupil** to cross the highway safely while the bus remains stationary.
10. Students are not permitted to possess or transport on school property any firearm, knife, explosive, martial arts weapon, other dangerous instruments, or facsimile of any firearm or knife. School property includes any authorized vehicle used by the Board of Education for school transportation.
11. The use of tobacco, drugs or any controlled substance in any form on a school bus is prohibited by state law.
12. All rules and regulations pertaining to bus behavior and procedures are also in force for any school field trips, athletic trips or any other school-sponsored activities.

13. Students who damage or deface any bus or equipment on the bus will be held liable for such damage.
14. Students are not permitted to eat or drink while riding the bus. This is because of choking hazards as well as food allergies. Parents/guardians of students with diabetes should call their school nurse.
15. The possession of laser pointers on school grounds, school-operated vehicles or school-related functions is prohibited. Students who violate this rule are subject to disciplinary actions.
16. On buses that are equipped with seat belt systems, seat belt use shall be mandatory for all riders. Repeated refusal to wear seat belts will result in suspended riding privileges from the bus.

While we make every effort to route our buses so that there is a minimal amount of crossing in front of the bus, it is sometimes impossible. There is a specific safety procedure in place for drivers, parents and students. We ask that both you and your child wait for the driver to signal the time to cross. The mirrors on the bus have been placed so that the driver can view the traffic behind him/her and coming toward him/her. ***NO ONE SHOULD MOVE UNTIL THE DRIVER SIGNALS.*** The drivers are trained in this procedure, and this procedure is in effect on ALL streets in Simsbury.

### **PENALTIES FOR VIOLATION**

Where pupils do not observe the above rules, the driver shall report them to the school principal by means of the Bus Conduct Form. The principal shall determine the matter of discipline and/or suspension from riding the bus.

Copies of rules for behavior located in the student handbook shall be sent to all parents of school children at the beginning of the school year.

### **LOST AND FOUND ARTICLES**

Articles left on the school bus will be kept in the Lost and Found at Salter's Express. Students may retrieve lost articles by picking them up at Salter's Express office, 119 West Street. Sometimes a student on the bus turns in a found article to their school office Lost and Found; be sure to also check your school for missing articles.

## ACTIVITY BUS

There are two buses that run for the secondary students at SHS and HJM who remain after school for activities. Buses leave HJM at 3:45 pm and SHS at 4:00 pm. One bus services the north end of Simsbury and one services the south end. **The routes are very general and do NOT follow the regular routes or regular stops since these two buses essentially cover the same distance as 30 regular routes.** Students who are first-time users of the Activity Bus should tell the driver where they live and ask where the closest stop will be so they are aware of which stop they should use to exit the bus.

### **SOUTH Route:**

Leaves SHS, traveling west on Farms Village Rd  
Left on Woodchuck Hill, left onto Shingle Mill  
Right on West Mountain, traveling south  
Left onto Bushy Hill Ln, left onto Bushy Hill Rd, traveling north  
Left into the fire station, turning around and back down Bushy Hill, traveling south  
Left onto Climax Rd, left onto David Dr  
Left onto Blue Ridge Dr, right onto East View  
Left onto Lincoln Ln, left onto Hopmeadow St, traveling north  
Left onto Old Meadow Plains Rd, right onto Red Stone Dr  
Past Latimer Lane School on Mountain View Dr  
Right onto Deer Park Rd to Canal St, left onto Stratton Brook Rd  
Right onto Bushy Hill Rd, right onto West St to bus yard

### **NORTH Route:**

Leaves SHS, traveling east on West St  
Left onto Firetown, right onto Squadron Line Rd, past the school  
Left onto Hoskins Rd, to Laurel Ln, to Hop Brook Rd  
Right onto Old Farms Rd, right onto Firetown Rd  
Left onto Holcomb Rd, right onto County Rd  
Left onto Hopmeadow St, traveling north  
Turns around at Town Line Pizza, traveling south on Hopmeadow St  
Left onto Wescott Rd, left onto Wolcott Rd and into East Granby  
Right on Rt 189 to Rt 315 (Elm St), right onto Church St  
Left onto Winthrop St, to Tariffville Rd (Rt 315)  
Left onto Quarry Rd, to Terry's Plain Rd, to East Weatogue St  
Right onto Hartford Rd (Rt 185)  
Right onto Hopmeadow St, left onto West St to bus yard