

*The Hathaway School
50 Blaney Street
Swampscott, MA 01907
781-595-5859*

Transportation Policy

Person responsible for transportation services:

Mark Hathaway
The Hathaway School
50 Blaney Street
Swampscott, MA 01907
781-595-5859

It is important that the school and family have open communication in order to best provide a safe and comfortable environment. When the child is registered at the school the Principal/Designee will coordinate with the parent when the pick-up and drop times will occur. The transportation policy will be reviewed and parents will designate alternative drop off locations and emergency contact persons.

Information regarding school closings or an emergency situation that may arise will be communicated to our parents via our voicemail system. Parents can access the voicemail by dialing 781-595-5859 and then hit #5. The Hathaway School makes every attempt to open even when the Lynn public schools has closed due to snow. However, for safety reasons, transportation will not be provided when school has been closed in Lynn or Swampscott. If the Hathaway school is open during the public school closing it becomes the parent's responsibility to provide transportation to and from the Hathaway School. Cancellation of transportation and/or school will be posted on the voicemail by 6:15AM, posted on the website bostonchannel.com. and on the school website hathawayschool.com. The cost of transportation is \$6.00 one way or \$10.00 per round trip.

Procedures to follow when child is not ready for pick-up and parent not available at drop-off:

It is important for the safety of all children being transported that parents have their child ready and waiting for pick-up and for the parent to be on time at the designated site for their child to be dropped off. Parents must contact the school immediately to notify us of any schedule change which also includes a change of person other than a parent who will be present during drop-off time. This person must be listed on the emergency form and be able to produce proof of identity. Please do not make impromptu changes to your child's drop-off and pickup locations. The bus driver is not authorized to make changes without permission from the school administration. You must contact the Principal to inform us of any transportation changes. Impromptu changes in transportation is an

unsafe practice. The change may also require a different bus and seats may not be available. Your bus schedule is based on the address given. Any changes require advance written notice to the Principal. **Parents or adult must be outside waiting at the designated area for the pick-up.** The van driver is not permitted to get out of the van. Parents must bring the child on to the van and secure the child's seat belt.

If a parent is not ready for pick-up the driver will wait approximately one minute and then contact the school notifying of the "no pick-up". It is the parent's responsibility to contact the school before 7:00 AM if the child will not be coming to school. If the parent does not contact the school before 7AM of the day requesting no transportation there will automatically be no transportation for the following day. Transportation after the automatic no pick-up day will not resume until the parent contacts the school. Once the driver has left the designated pick-up area it becomes the parent's responsibility to transport the child to school for that day.

This policy also applies to an after school pickup. The parent must contact the Hathaway School notifying us of the child's absence from the public school. If the parent does not contact the Hathaway School we will not provide pick-up transportation until communication has been established.

Please make sure that if your child attends our after school program that you have signed them up for snow days or vacation days at the Hathaway School before putting these children on the van. If you have not contacted the school and registered your child in advance for these times we cannot provide transportation or care for these children. Our vans have very limited space capacity. We must know well in advance how many children to expect for transportation. To receive a registration form please contact the school.

When a parent is not available at drop-off the driver will notify the Principal/designee of the situation. If a parent cannot be contacted persons listed on the emergency form will be called. If the child requires being dropped off at an alternative address or requires a second attempt at the drop-off area the parent will be billed \$15.00. If the school is unable to reach the parent or an emergency contact person the child will be brought back to the Hathaway School. After thirty minutes from the time of the attempted drop-off a 51A report with the Department of Social Services shall be filed and the police may be notified if the problem has not be resolved.

The driver has many stops to make. A delay caused due to tardiness or poor communication results in the entire bus route being delayed. It is important that parents communicate with the school and be responsible for being prompt at pick-up and drop-off times. If a parent is late for a pick-up or drop-off or for any other misuse of transportation including a child's misbehavior a written warning from the Principal will be sent to the home. After the third warning the Child Care Circuit will be notified and a loss of transportation privileges may result. If the school is required to file a 51A as a result of transportation issue this will result in an immediate loss of transportation privileges unless a mutually accepted resolution has been reached. Food and drink items

of any kind are never permitted onto the bus. Please make sure that your child does not have any of these items when boarding the bus.

Process for addressing misbehavior of children during transport:

Safety is paramount during transportation. If a child's behavior during transportation jeopardizes the safety of anyone including themselves and depending on the severity of the incident it may result in immediate loss of transportation privileges. The Principal will make an attempt to verbally notify the parent of the situation and will follow up with a letter stating the reason for termination. A copy of this letter will be sent to CCC.

Other situations of misbehavior less serious in nature will result in a warning letter being sent home outlining the incident. The Principal will make an attempt to verbally discuss the situation with a parent and the child. After three warnings the result be termination of transportation services unless a mutually agreed upon resolution has been reached. The CCC will be notified of termination.

Documentation and reporting of accidents:

All drivers are equipped with cell phones. Drivers are expected to follow the law regarding the reporting of an accident. The driver will also immediately notify the Principal of the incident. The Principal or designee will be responsible for notifying parents of any accident that occurs while the child is being transported regardless of the severity of the incident. If the vehicle has become disabled as a result of the accident the Principal will dispatch an alternative vehicle to the site so that transportation of the children can continue. Parents will be notified by the Principal or designee of the situation and be given an alternative expected time of arrival.