

TRANSPORTATION FREQUENTLY ASKED QUESTIONS

Waterford-Halfmoon Union Free School
District

2022-2023

Waterford-Halfmoon Union Free School District

Transportation Frequently Asked Questions

Purpose

The Waterford-Halfmoon Union Free School District (District) is committed to providing safe, high-quality transportation services to students residing within the District's boundaries.

The Board of Education has adopted policies 5710 through 5741 to provide governance of the District's transportation program. This Frequently Asked Questions Document was developed to supplement the District's policies and inform students, staff and community members of the District's transportation practices.

Background

Although the District employs a small number of drivers to transport students, the vast majority of the District's transportation is performed by a contracted vendor. Both the drivers employed by the District and those employed by contracted vendors are required to comply with all safety regulations and requirements set forth by State and Federal law. The District is responsible for overseeing all transportation, regardless of whether contracted or performed by District employees.

Frequently Asked Questions

1. Q: When and how will I be notified of my child's bus stop location, pick up and drop off times?
A: You will be notified by mail during the month of August. If you have not received notification, please contact the District at 518-237-0800 x 3310 or by email at transportation@whufsd.org.
2. Q: When should my child be waiting at the bus stop?
A: Your child should be at the bus stop at least 10 minutes prior to their scheduled pick-up time.
3. Q: What should I do if my child does not get off the bus?
A: Please contact 518-237-0800 x 3706 for assistance.

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4. Q: Is a responsible individual to be at the bus stop when my child gets on and off the bus?

A: The District *recommends* that a responsible individual be at the bus stop when a child is picked up and dropped off for all students. However the District *requires* a responsible individual to be present for students in grades pre-kindergarten through 3rd grade. A responsible individual includes a parent or guardian, older sibling or any contact included in the District's contact list for your child.

If a responsible individual is not present at the time of drop off, the child will be brought back to the school and the parent/guardian will be contacted to pick the child up. Buses will not return to homes a second time when a responsible individual was not present at the first attempt to drop the child off.

If you wish to add a responsible individual to your child's contact list for purposes of pick-up and/or drop off, you may do so by contacting the elementary school office or by adding them to the information verification form sent home with your child annually in September.

5. Q: Will the District transport my child to and/or from a location other than my home address?

A: Yes, however the District will only transport to alternate locations for purposes of child care for students in grades pre-kindergarten through 8th grade. All alternate locations must be within the District's boundaries. Alternate transportation locations will not be approved for the purposes of social events.

6. Q: Can my child's pick up location be different from their drop off location?

A: Yes, your child's pickup and drop off location may be different from one another. However, to minimize confusion, and for your child's safety, you may only have one pickup location and one drop off location (i.e., they must be the same every day of the week for the entire school year). See appendix A for examples of allowable and not-allowable schedules.

7. Q: Will the District transport my child to and/or from more than one alternate location?

A: No, to minimize confusion, and for your child's safety, only one alternate location may be selected and it must be used every school day throughout the year. See appendix A for examples of allowable and not-allowable schedules.

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8. Q: Can my child be dropped off at home and an alternate location on alternating days of the week?
- A: No, to minimize confusion, and for your child's safety, your child's transportation schedule must be the same every day. See appendix A for examples of allowable and not-allowable schedules.
9. Q: How do I request an alternate pickup and/or drop off location for my child?
- A: You must complete the alternate transportation request form and submit it to the District by August 1st annually. The District will make every attempt to accommodate all requests made after August 10th, but cannot guarantee all alternate location requests will be made effective by the first week of school.
10. Q: Can I request a transportation change for my child in the middle of the year?
- A: Yes, however, only one request can be made for a transportation change during the year. Changes due to your family moving (and remaining within District boundaries) will not be counted toward this limit.
11. Q: How long after I request a transportation change will it be made effective?
- A: All transportation changes require three business days, after the receipt of a signed changes request form, to be made effective.

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Appendix A: Allowable and Non-Allowable Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday
ALLOWED: Different pickup and drop off locations, but the same daily schedule	AM: Home PM: Day care	AM: Home PM: Day care	AM: Home PM: Day care	AM: Home PM: Day care	AM: Home PM: Day care
NOT ALLOWED: Same pickup and drop off locations but changes on alternating days	AM: Day care PM: Day care	AM: Home PM: Home	AM: Day care PM: Day care	AM: Home PM: Home	AM: Day care PM: Day care
NOT ALLOWED: Multiple alternate locations and alternating schedule*	AM: Home PM: Day care	AM: Home PM: Day care	AM: Home PM: Day care	AM: Second Parent's Home PM: Day care	AM: Second Parent's Home PM: Day care
NOT ALLOWED: Alternate location outside of the School District's boundaries*	AM: Home PM: Parent living in Clifton Park	AM: Home PM: Parent living in Clifton Park	AM: Home PM: Parent living in Clifton Park	AM: Home PM: Parent living in Clifton Park	AM: Home PM: Parent living in Clifton Park

*These examples assume a shared custody arrangement.