

**NORWELL PUBLIC SCHOOLS
STUDENT BUSING PRACTICES and SERVICE STANDARDS**

	PRACTICE OR SERVICE STANDARD	Applicable to the School/Grades			
		High School	Middle School	Cole & Vinal	Mid-Day K
1	NO PERSONS OTHER THAN SCHOOL OR BUS COMPANY PERSONNEL WILL BE ALLOWED TO BOARD THE BUS WHILE CARRYING STUDENTS WITHOUT THE EXPRESS PERMISSION OF THE SUPERINTENDENT OR DESIGNEE.	Yes	Yes	Yes	Yes
2	THE BUS DRIVER MUST REMAIN ON THE BUS AT ALL TIMES WHEN THERE IS ONE OR MORE STUDENTS ON THE BUS.	Yes	Yes	Yes	Yes
3	NO STANDEES, SHUTTLING OR DOUBLING OF BUS ROUTES SHALL BE PERMITTED WITHOUT WRITTEN APPROVAL FROM THE SUPERINTENDENT OR DESIGNEE.	Yes	Yes	Yes	Yes
4	AT THE END OF EACH AND EVERY BUS RUN THE DRIVER MUST WALK THE INTERIOR LENGTH OF THE BUS TO INSPECT FOR THE POSSIBILITY OF AN UNDELIVERED STUDENT.	Yes	Yes	Yes	Yes
5	SMOKING SHALL NOT BE PERMITTED ON THE BUS BY ANY PERSON AT ANY TIME.	Yes	Yes	Yes	Yes
6	DRIVERS SHALL BE RESPONSIBLE FOR THE REASONABLE CONDUCT OF STUDENTS WHILE ON THE BUS AND WILL REPORT INAPPROPRIATE BEHAVIOR TO THE STUDENT'S PRINCIPAL. DISCIPLINE FOR MIS-BEHAVIOR ON A BUS IS THE RESPONSIBILITY OF PRINCIPALS NOT THE DRIVER.	Yes	Yes	Yes	Yes
7	BUSES WILL DELIVER ALL STUDENTS TO THEIR RESPECTIVE SCHOOLS NO LATER THAN FIVE (5) MINUTES BEFORE SCHOOL STARTING TIME.	Yes	Yes	Yes	Yes
8	BUSES WILL NOT DELIVER STUDENTS TO SCHOOL ANY EARLIER THAN 20 MINUTES PRIOR TO START TIME WITHOUT APPROVAL FROM THE SCHOOL COMMITTEE	No	No	Yes	Yes
9	BUS SCHEDULING WILL ATTEMPT TO DELIVER STUDENTS TO THEIR DESIGNATED STOPS WITHIN 35 MINUTES AFTER THE PRINCIPAL RELEASES THE BUS.	Yes	No	Yes	Yes
10	STUDENTS WILL BE PICKED-UP AND DROPPED-OFF ONLY AT DESIGNATED STOPS. DESIGNATED STOPS WILL BE DETERMINED BASED UPON LOCATION OF STUDENTS AND SAFETY IN ORDER TO MAXIMIZE TIMELINESS OF TRANSPORTATION SERVICE	Yes	Yes	Yes	Yes
11	STUDENTS SHALL BE PICKED-UP AND DROPPED-OFF ON BOTH SIDES OF THE FOLLOWING STREETS AND STUDENTS SHALL NOT BE ALLOWED TO CROSS IN FRONT OR BACK OF THE BUS FOR ANY REASON:				
11.1	MAIN STREET, ROUTE 123	No	No	Yes	Yes
11.2	WASHINGTON STREET, ROUTE 53	No	No	Yes	Yes
11.3	GROVE STREET, NORWELL AVE, CENTRALST.	No	No	Yes	Yes
11.4	RIVER STREET	No	No	Yes	Yes
12	ONLY CUL-DE-SACS THAT ARE GREATER THAN .5 MILES LONG (PROVIDED THERE IS AMPLE ROOM TO TURN) ARE ELIGIBLE FOR BUS SERVICE WITH APPROVAL FROM AN ANNUAL REVIEW BY THE DIRECTOR OF FINANCE, OPERATIONS AND TECHNOLOGY. THE REVIEW WILL CONSIDER SAFETY, AGES OF STUDENTS AND LOCATION OF STUDENTS ON THE STREET.	Yes	Yes	Yes	Yes*
12.1	CUL-DE-SACS THAT CREATE BUS ROUTE EFFICIENCIESMAY ALSO BE ENTERED (TO TURN)	Yes	Yes	Yes	Yes*
13	IN NO CASE WILL BUSES ENTER DEAD-END ROADS IF THERE IS NOT ADEQUATE TURN AROUND SPACE WITHOUT ENTERING PRIVATE PROPERTY.	Yes	Yes	Yes	Yes

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14	BUSES WILL NOT TRAVEL ON PRIVATE ROADS UNLESS TRAVEL ON SUCH ROADS IS NEEDED FOR BUS OR ROUTE EFFICIENCY.	Yes	Yes	Yes	Yes
15	WHERE PRACTICAL FOR BUS ROUTING, ALL BUS STOPS WILL BE WITHIN 3/4 OF A MILE FROM A STUDENT'S HOME/PROPERTY LINE.	Yes	Yes	Yes	No**
16	WHERE PRACTICAL LATE BUS STOPS WILL BE WITHIN ONE MILE FROM A STUDENT'S HOME/PROPERTY LINE.	Yes	Yes	n/a	n/a
17	TO THE EXTENT FEASIBLE (RECOGNIZING BOTH SAFETY AND SERVICE / TIMELINESS REQUIREMENTS), BUS ROUTES WILL BE DESIGNED TO FACILITATE THE PRACTICE OF "FIRST ON / FIRST OFF"	Yes	Yes	Yes	Yes
18	STUDENTS WILL BE PICKED-UP AND DROPPED-OFF AT DAY CARE OR EMPLOYMENT (IN NORWELL), UPON WRITTEN REQUEST BY THE PARENT OR GUARDIAN AND AFTER APPROVAL BY THE PRINCIPAL. THESE ARRANGEMENTS MUST BE PERMANENT, PRE-ARRANGED AND THE SAME FOR ALL DAYS. THERE MUST BE BUS CAPACITY AND THE BUS STOP MUST BE A PREDEFINED STOP.	Yes	Yes	Yes	Yes
19	NOON DROP-OFFS OF KINDERGARTEN STUDENTS WILL ONLY BE MADE AFTER AN ADULT CAN BE PHYSICALLY SEEN BY THE BUS DRIVER. IF NO ONE IS SEEN BY THE BUS DRIVER, THE STUDENT WILL BE RETURNED TO THE SCHOOL.	n/a	n/a	n/a	Yes
20	BUS APPLICATIONS WILL BE PROCESSED ON A FIRST-PAID-FIRST-SERVED BASIS.	Yes	Yes	n/a	n/a
20.1	DURING THE BUS REGISTRATION PERIOD, BUSES WILL NOT BE SUBSCRIBED OVER THE LEGAL LIMIT.	Yes	Yes	Yes	Yes
20.2	THE SCHOOL COMMITTEE SHALL ESTABLISH BUS FEES AND FAMILY CAPS. THE FEES AND FAMILY CAPS WILL PROVIDE FOR A REDUCED RATE FOR EARLY REGISTRATION.	Yes	Yes	n/a	n/a
20.3	AFTER THE CLOSE OF EARLY REGISTRATION, BUS ASSIGNMENTS WILL NOT BE SUBSCRIBED OVER THE LEGAL LIMIT, EXCEPT WHERE ACTUAL RIDER SHIP LEVELS OF A FIVE DAY STUDY INDICATE AN AVERAGE OF FEWER THAN 47 STUDENTS FOR A BUS TRANSPORTING HIGH SCHOOL STUDENTS OR A COMBINATION OF HS/MS STUDENTS. SUCH NEW ASSIGNMENTS COULD BE MADE AS LATE AS OCTOBER 1ST.	Yes	Yes	n/a	n/a
20.4	BUS APPLICATIONS FOR STUDENTS WHO MOVE INTO NORWELL SCHOOL SYSTEM AFTER THE EARLY REGISTRATION DATE OR DURING THE SCHOOL YEAR WILL BE CHARGED AT THE EARLY REGISTRATION FEE LEVEL. ALL OTHER BUS REGISTRATION CONDITIONS APPLY.	Yes	Yes	n/a	n/a

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21	BUS ROUTES SHOULD TARGET RIDER SHIP LEVELS OF 47 STUDENTS WHEN HIGH SCHOOL STUDENTS RIDE THE BUS ON A BUS WITH LEGAL CAPACITY OF 71. RIDER SHIP LEVELS OF 55 AND 65 STUDENTS ARE APPROPRIATE FOR MIDDLE SCHOOL AND ELEMENTARY STUDENTS RESPECTIVELY.	Yes	Yes	Yes	Yes
22	TRAFFIC AND ROUTING ISSUES EXPRESSED BY THE BUS CONTRACTOR WILL BE CONSIDERED IN ROUTE AND STOP DESIGN AND COULD CAUSE A VARIANCE TO ACCEPTED POLICIES DETAILED ABOVE. SUCH VARIANCES SHALL BE BROUGHT TO THE SCHOOL COMMITTEE'S ATTENTION.	Yes	Yes	Yes	Yes
	* Except where the student would have to cross in front of the bus in a high traffic area with poor visibility.				
	** More frequent stops may be made on established routes.				
	Adopted: August 19,2013				