

R 8670 TRANSPORTATION OF SPECIAL EDUCATION STUDENTS/NON-PUBLIC AND
BERGEN COUNTY SCHOOLS STUDENTS

A. Transportation Procedures for Special Education Students/Non-Public & Bergen County Schools Students

All parents/guardians of students transported by Special Services, Non-Public & Bergen County Schools will receive a letter from the Coordinated Transportation Services Agency before transportation begins.

The following guidelines are to be followed:

1. Special Services (with or without bus aide)
 - a. An Application for Transportation for each student is submitted to the Coordinated Transportation Services Agency. This form contains parent/guardian cell phone numbers.
2. Undeliverable Student (No Parent/Guardian Available to Receive Student)
 - a. Driver keeps student on bus.
 - b. After dropping all other students, driver returns to drop-off location to see if parent/guardian is there to receive the student. If not:
 - Driver contacts bus company dispatcher and the Coordinated Transportation Services Agency.
 - Coordinated Transportation Services Agency contacts:
 - Special Programs Office (201) 670-2700 ext. 10545 or ext. 10544
 - Ridgewood Transportation Department (201) 670-2700 ext. 10537 or Business Administrator (201)670-2700 ext. 10503
 - c. The Coordinated Transportation Services Agency and/or Ridgewood attempts to call emergency cell phone numbers of parents/guardians.
 - d. If no contact is reached, the student is taken to the Special Programs Office at the Ridgewood Board of Education, 49 Cottage Place, Ridgewood.



- e. The Special Programs Office holds the student until the parent/guardian picks up the student. If no parent/guardian is reached, the local police department is called.
- f. If no employees are available to receive the student at the Special Programs Office, the student is taken to the local police department.

3. Bus Running Late or Emergency

- a. Driver contacts bus company dispatcher and the Coordinated Transportation Services Agency.
 - The Coordinated Transportation Services Agency contacts the Special Programs Office (201) 670-2700 ext. 10545 or ext. 10544
 - Transportation Department (201) 670-2700 ext. 10537 or Business Administrator (201) 670-2700 ext. 10503
- b. The Coordinated Transportation Services Agency and/or Ridgewood attempts to call emergency cell phone number of parents/guardians.

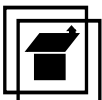
B. Non-Public Grades K-3

Ridgewood requires grades Kindergarten - 3 students to have a responsible adult meet them at the drop off stop at the end of the school day. However, not all nonpublic schools have the same requirements.

The following guidelines are to be followed:

1. Undeliverable Student (Responsible Adult Required but Not Present)

- a. Driver keeps student on bus.
- b. Driver contacts bus company dispatcher.
- c. Bus company calls the Coordinated Transportation Services Agency.
- d. The Coordinated Transportation Services Agency contacts the non-public school.
- e. Driver brings student to the school at the end of the route.
 - School calls parent/guardian and holds student until parent/guardian comes to pick up student. If the school cannot reach the parent, the school contacts the local police department.
 - If no employees are available to receive the student at the school, the student is taken to the local police department.



2. Bus Running Late or Emergency

- a. Driver contacts bus company dispatcher.
- b. Bus company contacts the Coordinated Transportation Services Agency and the non-public school.
- c. The Coordinated Transportation Services Agency contacts the Ridgewood Board of Education and the nonpublic school.
- d. The non-public school handles all parental notifications.

C. Bergen County Technical High Schools

The following guidelines are to be followed:

1. Bus Running Late or Emergency

- a. Driver contacts bus company dispatcher.
- b. Bus company contacts the Coordinated Transportation Services Agency and the technical school.
- c. The Coordinated Transportation Services Agency contacts the Ridgewood Board of Education and the technical school.
- d. The technical school handles all parental notifications.

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