

FREQUENTLY ASKED QUESTIONS

SCSD TRANSPORTATION DEPARTMENT

How do I know if my student is eligible for school transportation?

SCSD School Board Policy 5720 – Transportation of Students states that:

Pupil transportation is a service provided by the Schenectady City School District for certain pupils with disabilities and to those resident public and private school pupils in grades Pre-K through 12 who live within the mileage ranges specified below:

a) Students in Grades Pre-K through 5 who attend elementary schools which are more than 1.0 but less than 5.5 miles from their legal residence; and

b) Students in Grades 6 through 12 who attend middle and high schools which are more than 1.5 but less than 5.5 miles from their legal residence.

What should I do if my student's bus has not arrive by the pick-up/drop off time?

There are two options:

- 1.) Contact your student's bus company
- 2.) Call the Transportation Department at (518)370-8103 in you don't know your student's bus information.

How can I prepare my student for morning pick up?

No matter if it's a corner stop or a door-to-door pick up, students should be outside and VISIBLE to the bus driver 10 MINUTES PRIOR to the scheduled pick up time.

What do I do if I need to cancel my student's pick up or drop off?

If a student goes to a corner stop, there is no need to contact Transportation. However, if they receive door-to-door busing, please contact us or the bus company ASAP.

What happens if my student needs to come home sick from school?

The school district provides a medical bus from the hours of 8:30 AM to 12:45 PM at the request of the school staff. After 12:45 PM, parents need to arrange for other transportation.

How old does my student have to be to get off the bus without adult supervision?

Students on General Education buses grades 1 through 12 can get off the bus alone. A parent or assigned adult must be present for Pre-K and Kindergarten students, otherwise the driver WILL NOT let them off.

Special Needs students in middle school or high school will need an Exceptions form to exit the bus alone.

Who is eligible for door-to-door busing?

Special needs students with an IEP and students with extreme medical exceptions can get busing to their home. If you believe your child fits either **criteria**, please contact:

Special Needs: Office of Pupil Personnel Services @ (518)881-3412

Medical Exceptions: Student's school

My student rides a special needs bus and I need to change the drop off location. Can I ask for the drop off outside of our school zone?

Special needs students can get busing anywhere within the SCSD lines. To change pick up and drop off permanently, please contact (518)881-3045 and the appropriate CSE Secretary extension:

Sharon White @ EXT 40246 – Pre-K, Howe, Hamilton and Woodlawn

Angela Bynoe @ EXT 26002 – Steinmetz Career and Leadership Academy, Schenectady HS, Washington Irving

Dara (Joy) Sim @ EXT 40203 – Oneida, Yates, Van Corlaer and Paige

Alicia Tryon @ EXT 40247 – Keane, Zoller, M.L. King, Jr. and Lincoln

Jo-Ann Paone @EXT 40245 – Mont Pleasant, OOD, Pleasant Valley and Central Park

If you need to make a temporary change to the pick up or drop off, please contact Transportation by 12:45 PM.

My student goes to a daycare/babysitter after school. Are there any forms required?

Yes. Students requiring daycare or babysitter pick up/drop off must have a completed Daycare/Babysitter form. **NOTE: *The location must be within the school zone the child attends.***

Can my student bring their friend home on the bus for a play date?

If the friend isn't assigned to the student's bus, they cannot ride. If they do ride the same bus, please call the Transportation Office in advance with this information.

My family is temporarily unable to live in our home. How do I go about getting transportation during this time?

Please let your student's school know about your situation. They will send a district representative to confirm where you are temporarily living. Once determined, this person will contact Transportation with the changes. We will then contact you with the temporary transportation information.

What happens if I am not home to get my student off the bus?

We understand there may be times when you cannot meet your student afterschool. For safety reasons, any Pre-K, Kindergarten or special needs student must have an adult present at drop off. Please call us as soon as possible to let us know who will be taking your place.

If you find that the bus has already tried to drop your student off and you were not there, contact the Transportation Department as soon as possible so that we can direct the driver to return.

After TWO failed attempts, students will be sent back to their school. Parents will need to contact the school for further instruction.