

# Wayland

Public Schools

## TRANSPORTATION HANDBOOK FOR THE 2020-2021 HYBRID MODEL

# WAYLAND PUBLIC SCHOOLS STUDENT TRANSPORTATION

The purpose of this handbook is to provide information to parents and guardians about the Wayland Public Schools transportation system and to clarify expectations of its staff, students and parents for the 2020-2021 Hybrid Model.

This year, upon commencement of the Hybrid Model of instruction, the Wayland Public Schools will provide transportation to students who have registered for transportation and who are enrolled in Kindergarten through Grade 6 and live more than two miles from school. These students will be assigned to a specific seat on a bus with a maximum of 24 students, based on DESE guidelines.

In the sections below, parents and guardians will learn about the state and local health and safety protocols established for transporting students for the 2020-2021 school year and their responsibilities to ensure compliance.

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## QUALIFICATIONS OF RIDERSHIP IN 2020-2021

This year, the WPS transportation department, provides transport for students who have registered for transportation, are enrolled in grades K- 6 and live more than two miles from school:

**Claypit Hill (K-5)**  
508-358-3851  
40 Adams Lane  
Wayland, MA 01778

**Loker (K-5)**  
508-358-8601  
47 Loker St  
Wayland MA 01778

**Happy Hollow (K-5)**  
508-358-8641  
63 Pequot Rd  
Wayland, MA 01778

**Wayland Middle School (grade 6)**  
508-358-3801  
201 Main St  
Wayland, MA 01778

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## WAYLAND PUBLIC SCHOOLS' HOURS OF OPERATION

School Hours	M, T, TH, F	Wednesday
<b>Kindergarten Traditional Day Full Day</b>	7:55am – 11:30am 7:55am – 2:25pm	7:55am – 11:30am 7:55am – 1:15pm
<b>Elementary Schools Grades 1-5</b>	7:55am – 2:25pm	7:55am – 1:15pm
<b>Middle School</b>	8:40am – 3:15pm	8:40am – 2:30pm
<b>High School</b>	8:35am – 3:10pm	8:35am – 2:25pm

The Hybrid Model categorizes student enrollment based on assigned cohorts. Cohort A attends school on Monday and Tuesdays. Cohort B attends school on Thursdays and Fridays. Bus routes have been created based on registered distance students and their assigned cohorts.

As in prior years, the K-5 students are bused together for the first tier and the middle school students are bused together for the second tier. We make every effort to design routes to be no longer than 45 minutes. All routes are designed for arrival to school before their start time.

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## BUS ROUTES

Bus routes are designed in accordance with School [Committee policies](#) and Massachusetts General Laws and based on students' assigned cohorts. Routes are created based on the registrations received. Student data (grade and residency location) information is entered into a routing software where we design the safest and most efficient bus routes. Bus routes are posted on the WPS transportation website. Bus routes may be changed depending on accurate arrival times to the school. If you have any questions or concerns about your route, please contact the Transportation Coordinator, Melissa Ricci at (508) 358-3766 or [melissa\\_ricci@waylandps.org](mailto:melissa_ricci@waylandps.org).

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## BUS PASSES

Every student who registered and qualifies for transportation this year, will be issued a bus pass that must be shown each day upon entering the bus. The pass entitles the student to ride to and from school on an assigned bus with an assigned bus stop and an assigned seat.

In the event a student loses a bus pass, a duplicate pass may be obtained from the School Department's Transportation Office for a \$10.00 replacement fee, payable by check or cash. Please make checks payable to:

Wayland Public Schools  
Wayland Public Schools Transportation Office,  
41 Cochituate Rd, Wayland, MA 01778

Please contact the transportation coordinator to request a new bus pass.

Melissa Ricci  
(508) 358-3766

[melissa\\_ricci@waylandps.org](mailto:melissa_ricci@waylandps.org)

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## HEALTH AND SAFETY PROTOCOLS

State and local health and safety protocols for student transportation is outlined below:

- All students boarding the bus will have completed and submitted an electronic student health attestation form.
- Students who are unwell will not board the bus.
- Students will sit at assigned seats.
- Students will wear face coverings over nose and mouth at all times.
- Students will remain seated while bus is in motion.
- Students will enter and exit the bus keeping physical distance from other individuals.
- Students will follow the instructions and directions of the bus driver and monitor, when one is present.
- Drivers will complete and submit a health attestation every morning before entering their assigned bus.

- Drivers will wear a face covering over nose and mouth at all times.
- Drivers will open alternating windows approximately two inches based on the weather.
- School buses will be cleaned and disinfected in between and at the end of each route.

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## RESPONSIBILITIES

We view the bus as an extension of the school; therefore, the students who ride the bus are subject to the same rules and expectations as they are when in school.

### **STUDENT RESPONSIBILITIES**

- Prior to boarding the bus, students must complete and submit an electronic health attestation form.
- While waiting for the bus at bus stops and during the entering and existing of buses, students must maintain 6 foot of physical distance from other individuals.
- Students must wear a mask covering their nose and mouth at all times while riding the bus. If a student forgets to wear a mask, the driver will provide one.
- Students may wipe their hands upon entering or existing the bus. Alcohol wipes will be provided on the bus.
- Students will sit on assigned seats, one student per seat. Siblings will be assigned to sit together on one seat.
- Kindergarten students will be assigned seats at the front of the bus. As students in grades 1 to 5 board the bus, they will occupy seats starting from the rear of the bus and fill sequentially to the front.
- Upon arrival at school, the bus will be unloaded in a controlled manner, starting from the front of the bus and emptying sequentially to the back.
- Students must keep their bus pass on them at all times.
- Unauthorized duplication of a bus pass may result in loss of bus riding privileges.
- Students must remain seated at all times when the bus is in motion.
- Students must obey the bus driver and bus monitor and treat them with courtesy and respect. The bus driver is in charge of the bus, and its

passengers and all students must comply promptly and fully with the drivers' requests.

- Students should speak and behave as if they were in their classroom. Profane language, physical violence, and defacing property of any kind, will not be tolerated on the bus.
- There is no eating or drinking on the bus.
- Bus drivers will ensure alternating windows will be open approximately two inches when weather permits. Students should not open any windows without permission from the driver or staff on board the bus. Students should not put any part of their body outside of the window at any time. Unless there is an emergency or they are directed by the bus driver to do so, they should not open the rear exit door at any time.
- Large objects such as musical instruments, skis or ski poles, etc., should not be brought on board the school bus. Sharp objects, breakable containers and animals (except for guide dogs) are not permitted on the bus. Any item that is prohibited in school (alcohol, tobacco, firearms/weapons) are also not permitted on the bus.

### **PARENT RESPONSIBILITIES**

- Prior to boarding the bus, complete and submit a student health attestation response. If a student is unwell, the student should not board the bus.
- If a student becomes ill on route to school, the driver will radio the school and the bus and student will be met by the school nurse, who will assist the student off the bus first while other students remain seated. The nurse will contact the students' parent or guardian for immediate pick up.
- While waiting for the bus at bus stops, students must maintain 6 foot of physical distance from other individuals.
- Have students at the bus stop 10 minutes before their expected bus arrival time.
- Remind students of bus safety rules and conduct, including to sit in assigned seats and wear masks at all times.
- If appropriate and comfortable, discuss any medical issues regarding your child (i.e. EpiPen use, etc.) with the driver.
- If the student misses the bus, it is the parent's or guardian's responsibility to transport their child to or from school

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## DISCIPLINARY GUIDELINES

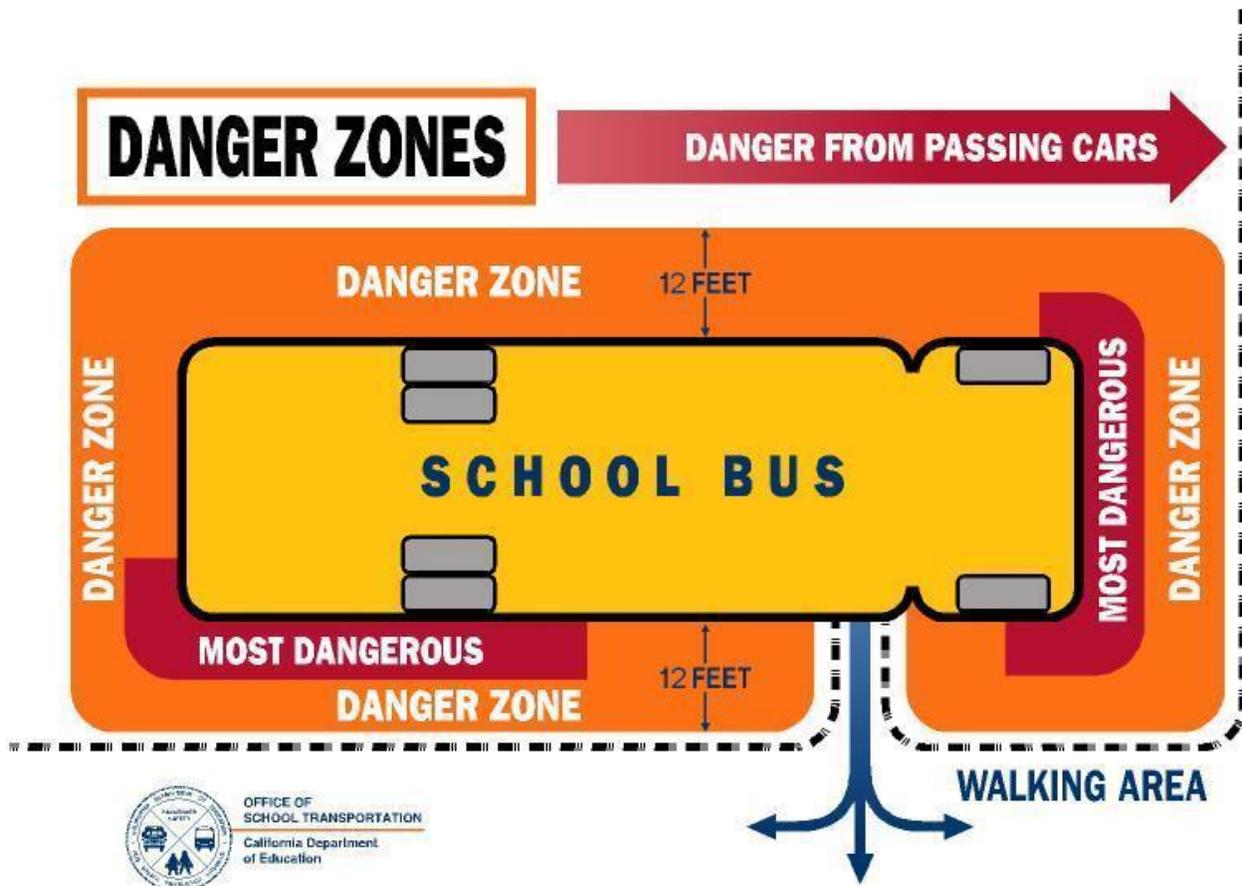
Students must follow all health and safety protocols as defined above. The school bus is considered to be an extension of the school itself, and rules regarding student behavior are the same as in the school. The safety of our students is our primary concern, and we reserve the right to take whatever action is necessary to maintain a high level of passenger safety on our buses. The right of a student to school bus transportation is a qualified right, dependent on good behavior. In the case where a student seriously or continuously misbehaves on the bus, parents will be notified by the Principal of the student's school, and their bus pass will be revoked, if in the opinion of the school administration, such action is necessary for the general safety and well-being of other passengers.

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## BOARDING BUSES RULES AND SAFETY

Only Wayland Public Schools students and staff shall board the bus. Illustrated below is a map of the danger zones around the school bus (copied from the California Department of Education). Please discuss this with your child so they are familiar with bus safety.

Also discuss that **YELLOW** flashing lights mean the bus is preparing to stop, and that **RED** flashing lights and **the extended stop arm** indicates that the bus has stopped and children are then able to board the bus or exit the bus.



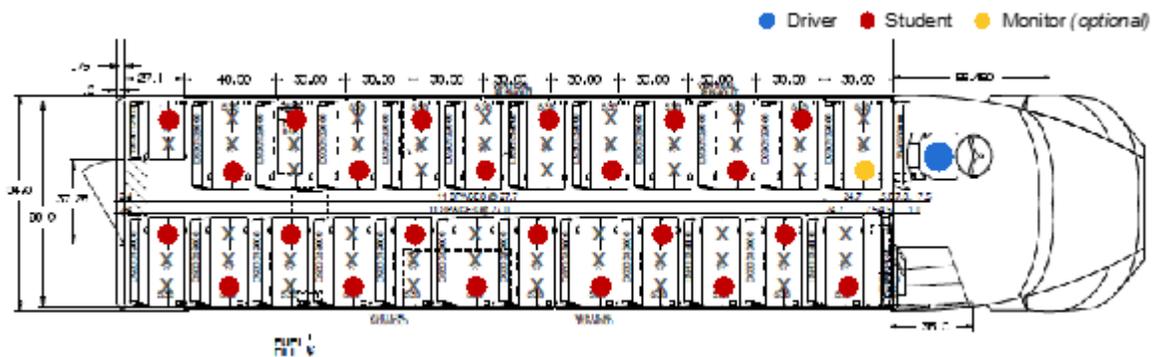
- When waiting for the bus, students should stand on the sidewalk or another safely designated place at a social distance of six feet.
- Students should wait until the school bus is completely stopped and the bus door is open before approaching the bus. When boarding the bus, they should proceed single file, in an orderly manner, socially distanced.
- When getting off of the bus, students should only cross in front of the bus when the bus has their blinking lights on and the stop arm is extended. They should cross at least 10 feet in front of the bus and look for traffic in both directions before crossing the road.
- Students should not run after the bus or pick up anything that has fallen near the wheel of a bus.

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## SEAT ASSIGNMENTS

In alignment with the Department of Elementary and Secondary Education's (DESE) *Initial Fall School Reopening Guidance*, the following bus configuration (i.e., one student per bench, alternating sides for each row) represents the **maximum\*** school bus occupancy achievable.

**\*Note:** Children from the same household may sit together and are excluded from the one student per bench requirement. The diagram below reflects the seating plan for a 71 capacity bus, the same size bus Wayland Public Schools contracts for school bus transportation. The seating assignments reflect the pattern illustrated below:



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## FOR MORE INFORMATION

[DESE Fall Reopening Guidelines for Transportation](#)

[Wayland Public Schools Transportation Website](#)