



Hamilton Township School District School Bus Transportation Handbook 2025-2026

Hamilton Township School District

Transportation Department

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Hamilton Township School District

Transportation Handbook

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PART I - STUDENT TRANSPORTATION POLICIES & PROCEDURES

The Hamilton Township School District is committed to providing safe and efficient school bus transportation to its students. The district has a long tradition of providing this service safely to all students who are eligible under New Jersey State laws, rules, and regulations. This handbook outlines the services the school district provides and explains the district's compliance with all applicable laws and rules pertaining to school bus transportation.

Goal

The district's goal is to provide safe and efficient transportation to the students of the district within the constraints of a limited and regulated budget. The Hamilton Township School District provides fair and equitable service to a student population that is dispersed throughout one of the largest and most geographically complex school districts in New Jersey. The Hamilton Township School District encompasses 115 square miles of suburban and rural areas with a student population of approximately 3,000.

General Information

- A. All Hamilton Township School District students who attend Shaner Elementary, Hess Elementary, Davies Middle, Atlantic County Special Services, and other Special Education Schools are eligible for school bus transportation to and from their respective schools. We do not permit any students in the district to walk to school, therefore, any parents/guardians who decide not to take advantage of the provided bus transportation will be responsible for transporting their children to and from school.

Availability of transportation for nonpublic, Choice, and Charter schools is determined on an annual basis depending on the number of students residing within the district.

- B. **Whenever possible, bus stops will be located at corners or intersections.** Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at the intersection. Students, especially in primary grades, tend to forget about pedestrian safety when in the proximity of their homes. Also, specific house identification is much more difficult for substitute drivers, causing the bus to arrive late to school. The number of bus stops on the bus route impacts the length of time students are on the bus and the number of buses required to provide this service. Bus stops will be located to maximize bus route safety and efficiency.

- C. **Students may only ride on the bus to which they are assigned and are NOT permitted to ride on any other bus.**

Emergency Bus Change (see Board Policy #8603 at www.hamiltonschools.org)

Beginning of School Year Process

- A. A Request for Transportation form must be completed for any student who **will not** be picked up and/or dropped off at home (see Requests for Alternate Bus Transportation). These forms must be received in the Transportation Office no later than July 30th preceding the beginning of the school year in order to guarantee correct Transportation beginning on the first day of school. **A new form must be submitted for each new school year if the student is to be picked up or dropped off at an alternate location from home.** When determining bus assignments for the next school year, all students are automatically reset to pick up and drop off at their home assigned stop unless a new Request for Transportation form has been received.
- B. All bus information will be available on the Genesis Parent Portal prior to the start of the school year. This will include the student's bus route number, bus stop location, and estimated pick up time.
- C. The beginning of the school year is a time of major adjustment for students, school administrators, and bus drivers. In order to maintain organization there will be a period when additions or changes cannot be made. The cutoff for additions and changes will be approximately 2 weeks before school starts and no further additions or changes to the bus routes will be made until approximately 2 weeks after the beginning of the school year. This includes new registrations and additions and/or changes to alternate pick up or drop off locations.

Bus Stop Locations

The number of bus stops on the bus route affects the length of time students are on the bus and the number of buses required to provide this service. The bus routes in Hamilton Township will have few house stops with the goal being to centralize stops for students, with bus stops being located at corners or intersections whenever possible. New Jersey guidelines state that a student may walk no more than two miles to or from a school bus stop. Bus stops are located to maximize bus route safety and efficiency.

- A. Generally, buses will not travel down unpaved streets, dead end streets, or cul-de-sacs unless the vehicle is picking up students with disabilities and it **MUST** be listed in the student's IEP to follow the state guidelines. Backing up a school bus to turn around can be a safety threat to children and property and will be avoided at all cost. A full sized bus needs 115 feet to safely turn around and the average cul-de-sac is only 90 feet.
- B. School bus stops may change from year to year and, possibly, during the year in some cases. The number of students at a specific stop and the walking distance to a stop may vary due to student promotion to a different school, as well as families moving in and out of the area.

- C. Every effort will be made to have Hess and Shaner bus stops be at the same location to assist parents who have students attending both schools. A parent/guardian over the age of 12 **MUST** also be present at the bus stop for students in grades Pre-K through 2nd grade.

House Stops

- A. **A house stop will not be made on the basis of “the bus goes past the student’s house.”** Each time that a bus makes a stop it adds additional time to the route and makes it more difficult for the bus to maintain its time schedule. We receive hundreds of requests each year for house stops and if all were granted, the ride time would be unreasonably long. Likewise, a house stop will not be made because there is only one student at the stop as the bus may not be passing the house along the designated route or other students may be assigned to that stop but do not ride the bus frequently.
- B. Hazardous Roads that have been deemed hazardous by the state and municipality may have multiple house stops. There are 2 roads listed unsafe for pedestrian traffic as of 2002 which include:
 - 1. Black Horse Pike: deemed by the State of New Jersey
 - 2. Rt 40 (Harding Hwy) from the Mall entrance to Old Egg Harbor Rd at Rt 322: deemed by the Municipality

Bus Routes

- A. Bus routes are designed in a manner that is safe, efficient, economical and advantageous to the system as a whole. From time to time it may be necessary to adjust the bus routes to accommodate new students moving into the area or to rebalance area buses that have become overcrowded.
- B. The order of pick up and drop off of students is designed to be the most efficient and within the shortest possible time. Students who are first on in the morning will not necessarily be the first off in the afternoon if it is a less efficient way to run the route. In general, the farther a student lives from school, the longer their bus ride will be. The length of the bus ride is determined by both the distance from school and the number of stops made. Many of our routes have upward of 20 stops.

Davies After School Late Buses

- A. Davies late buses do not run the same routes as the regular to/from school buses. The buses will transport the students to general stops that are in place per zoned area closest to their home location, following the main roads only. **NOTE: See attached list of the Late Bus Stop Areas and Locations.**

Pickup/Drop Off Times

- A. The pickup time listed for your student is an approximate time. During the first two weeks of school, bus pickup times may fluctuate due to school dismissal procedures, route adjustments, and the bus drivers becoming familiar with the routes. After the 2nd week of school both a.m. and p.m. times should level out to be more consistent.
- B. During the school year your actual bus pickup time may be delayed for any number of reasons such as traffic delays, weather or road conditions, or a substitute driver that may not be familiar with the bus route. It is also possible that, on rare occasions, the bus may arrive at the bus stop early if there are many students not riding the bus that day or road detours that require the driver to change the sequence of stops.
- C. **Students must be at the bus stop when the bus arrives for pickup. When a bus gets to a stop, that bus must slow and activate its yellow warning lights and then come to a full stop. The Hamilton Township School District follows the 10-minute rule that requires students to be at the stop 10 minutes before the scheduled pickup time. If your child misses the bus, you will need to find other transportation to get your child to school.**
- D. The Hamilton Township School District does not provide drop off times at the bus stop after school. Many factors can affect the drop off times beginning with delays in releasing the buses at the school. The time listed will only show the dismissal time for the school your child is attending.

Late Bus Notifications

- A. The Hamilton Township School District Transportation Office will notify the families with buses running late in the morning and the schools will send out notification in the afternoon. These notifications will be sent through an electronic notification system. If you need assistance with this, please reach out to your child's school for more information. You can also contact the transportation department at 609-476-6319/6318 if your bus is running more than 15 minutes late and notification was not provided.

Requests for Alternate Bus Transportation (see [Board Policy #8602](#))

Seating Charts

- A. All bus routes have specific seating charts for each student that are developed by the school and/or the bus driver. The seating charts are developed to maintain order on the bus and identify student seat locations should an incident occur. The driver is required to enforce these seating charts at all times and any changes must be instituted by the school and/or the bus driver. The Hamilton Township School District requires that older students be assigned seats in

the rear of the bus going forward and the youngest students be assigned seats in the front of the bus. Whenever possible, the first row of seats is reserved for those students that require additional attention from the driver.

Bus Audio/Video Recording Systems

- A. All buses are equipped with video cameras and audio recording devices. This equipment monitors passenger and driver areas of the bus with the objective being to assist the driver and school administrators in managing the order, safety, and security of students, staff, and property.
- B. Neither the student nor the parent/guardian of the student that has been recorded will be permitted to view the recording, in accordance with data privacy laws. All requested recordings will only be viewed by the Transportation Department, Board Office Personnel, and/or Administrative Staff of each school to assist in investigating situations. The administration will handle any incidents according to the Hamilton Township Disciplinary Code.

Students Temporarily Using A Wheelchair or Crutches

- A. Students who must temporarily use crutches or a wheelchair, due to an injury, may be exposed to a hazardous situation when attempting to enter or exit a regular school bus. The Hamilton Township School District cannot permit students with these temporary disabilities to ride on their regular school bus due to their safety; therefore, the parents will be responsible to transport their child during this interim. **NOTE:** Accommodations will be made whenever possible.

Lost & Found

- A. Neither the bus company nor Hamilton Township Schools maintain a lost and found for items left on a bus. Bus drivers have been directed to keep any found items with them in the front of the bus. If a student feels that they have left something on the bus, they should immediately ask their bus driver if it was found. After a reasonable time and after the driver has attempted to find the owner of the lost item, but no one has claimed the item, it will be disposed of. It is the responsibility of the student to make sure they take all personal items with them when departing the bus.

New Students & Change of Address

- A. All new students and changes of address are processed through the Registration Office located at the Board of Education Office. Once all required documentation is submitted to the Registration Office, the registrar will forward the necessary information to the Transportation Department where they will work on finding that student a bus route. The allotted time for this process is 3 school days from the date of change. Transportation will notify the family when the student can start riding the bus. This information will also be uploaded in the Genesis Parent Portal when ready.

Non-Public / Choice / Charter Students

- A. Students attending non-public, Choice, and Charter schools, are entitled to either school bus transportation or aid in lieu of transportation payments. Parents/Guardians of these students must submit a New Jersey B6T Application for School Transportation form to the student's school of attendance no later than March 10 prior to the next school year. Depending on the number of Hamilton Township residents that will be attending the non-public / choice / charter school and the cost of transportation to that school, it will be determined if school bus transportation will be offered. These routes will follow the same guidelines as stated on page 4, Bus Stop Locations.
- B. For students who will not be offered transportation, a payment in an amount determined by the State will be made in lieu of receiving transportation. Payments are processed twice during the school year; once in February for the first half of the school year from the first day of school through January 31, and again in July for the final half of the school year from February 1 to the last day of school in June. The B7T forms will be mailed to you by August 1 of each year and In order to receive each payment, the parent/guardian must sign and return the vouchers by January 15th of the current school year. **NOTE:** All students **MUST** be registered with the Hamilton Township School District in order to receive transportation reimbursement.
- C. You can also find all procedures and related documents online at: <http://www.nj.gov/education/finance/transportation/procedures/>

PART II – STUDENT RULES AND REGULATIONS FOR BUS TRANSPORTATION

The following transportation rules apply to all students riding buses provided by the Hamilton Township School District. Additionally, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Hamilton Township School District school buses. The driver is in full charge of the school bus and the students; however, when present, a teacher, paraprofessional or other administrative staff member is then in charge of the students. **Riding a bus to and from school in the Hamilton Township School District is a PRIVILEGE not a right.** All students must observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver.

Bus Boarding Responsibilities

- A. Students should be at their assigned bus stop **10-minutes** before the regularly scheduled bus arrival time every morning.
- B. Students should wait for the school bus in an orderly fashion, out of the way of traffic. Students waiting in vehicles **MUST** be out of the vehicle when the bus approaches.
- C. Students should wait at their designated bus stop until the bus has completely stopped before moving toward or boarding the bus.

- D. Any student who must cross the road to board the bus must do so after the bus's arrival at the stop with its red warning lights flashing and stop arm extended, keeping a lookout at all times for oncoming traffic.
- E. Students should board the bus in a quiet and orderly fashion. Students should always use the bus handrail and steps in a safe manner.

On-Board Responsibilities

- A. Students are to walk to their assigned seats, be seated as quickly as possible, and secure their seatbelts **tightly**.
- B. Students are to sit in their bus seats, facing forward with feet out of the aisle and hands, arms, and head inside the bus. Students must remain in their seats at all times when the bus is in motion. Changing seats at any time during the bus ride is prohibited.
- C. Students may talk in a normal manner; but loud, profane, or obscene language is not permitted. The volume and tone of voices used on the bus should be the same as is used in the classroom.
- D. Students should keep the bus clean and must not damage it. Any malicious or willful damage to a school bus will result in the immediate withdrawal of transportation services for the student(s) involved. In addition, the parent(s) and student(s) are responsible for the cost of repairs caused by the student. Continuation of bus riding privileges will only be considered after consultation with the parent and school administration, and assurance that proper financial restitution will be made.
- E. Students must not extend any part of their bodies through the bus windows, and are not permitted to throw objects out of bus windows. Students are not to yell or gesture at individuals outside the bus or in other vehicles. This includes drivers or passengers of the vehicles.
- F. Students are not to eat, drink, or chew gum on the bus.
- G. Students suspended from their school bus may not ride any other school bus to or from school while they are on bus suspension.
- H. Students are not to sit in the driver's seat or tamper with any controls or bus equipment.
- I. The emergency door or emergency window handles should never be touched or tampered with unless a student is directed to do so by the bus driver.
- J. Students may only transport their school books or other school equipment on the bus. Backpacks and other materials must be held by the student and may at no time block or be stored in the aisle. Items may be transported if they fit on the student's lap, but do not interfere with other students in the same seat or do not come above the student's chin. Musical

instruments and other items that can fit under the seat, without blocking the aisle, that do not negatively impact any safety aspect of pupil transportation, or cause a disruption of the driver's schedule, may be transported.

- K. Backpacks are to remain closed while students are being transported. Pencils and all school supplies should remain in backpacks at all times. Students may read a book during the bus ride but doing homework is prohibited.
- L. Students are not to take pictures or video with any device including regular, cell phone, or tablet cameras when on the bus.
- M. Cell phone use is permitted while on the school bus; however, a headset **MUST** be used at all times. No type of audio should come from the cell phone that can be heard by other students.
- N. Items that may **not** be transported on a school bus:
 - 1) glass containers or other such breakable containers;
 - 2) pets or animals regardless of whether or not they are related to school projects;
 - 3) firearms, knives, or any other sharp instruments that could cause damage to the interior of the bus or be considered a weapon;
 - 4) alcoholic beverages or any controlled dangerous substances;
 - 5) any combustible/non-combustible materials or instrument capable of causing flames, fire or an allergic reaction;
 - 6) skateboards/scooters;
 - 7) science fair projects;
 - 8) balloons; and
 - 9) any other item, the possession of which violates the Hamilton Township School District rules.

Bus Unloading Responsibilities:

- A. All students must wait until the bus comes to a complete stop before unbuckling their seat belt and getting out of their seat.
- B. Students should check to make sure that they have all of their belongings.
- C. Students must exit the bus in an orderly fashion without any pushing or shoving.
- D. Students must get off the bus only at their regularly assigned bus stop unless a note signed by the student's parent/guardian is provided to and approved by the Transportation Department. The bus driver cannot approve this change.
- E. Students should use the handrail near the step to avoid mishaps and accidental tripping when leaving the bus.
- F. All students are to immediately move away from the bus after exiting.

- G. Any student who must cross the road after leaving the bus must do so in front of the bus (approximately 10 feet) without undue delay before the bus leaves the stop and while the red lights are flashing. Traffic should be checked carefully before crossing the street.

Student Conduct

- A. **Student transportation to and from school is a privilege and not a right.** Students may be denied transportation if they violate the rules set forth by the school and the transportation department. Inappropriate behavior on the school bus is considered serious, unsafe misconduct. Infractions are handled at the school level.
- B. A student's bus riding privileges may be suspended for a period of time or for the remainder of the school year. Parents will be notified if there is a bus infraction and of the disciplinary action taken. The school bus ride is an extension of the school day, and consequences of student misbehavior will result in school disciplinary measures being taken that might include suspension from school.
- C. The Hamilton Township School District reserves the right to videotape students on school buses. This might include both audio and video recording. The use of videotapes helps to monitor student behavior and evaluate bus drivers.
- D. It is the intent of all involved with pupil transportation to ensure that every student has a safe ride to and from school every day throughout the school year.

School Bus Discipline Procedures

- A. In order to be provided with bus transportation to and from school, students must follow ALL school Rules and Regulations as previously described.
- B. The actions listed below can lead to suspension and a recommendation to the Superintendent for expulsion:
 - 1. Gross Misconduct
 - 2. Weapons
 - 3. Drugs (CDS)
 - 4. Assault on a Student
 - 5. Assault on a School Bus Driver or Attendant
 - 6. Threat to a School Bus Driver or Attendant
 - 7. Arson/Fire/Fireworks/Explosives

PART III – PARENT/GUARDIAN RESPONSIBILITIES AND GUIDELINES

In order for students to have a safe and pleasant bus ride to and from school, parents and guardians (hereafter referred to as “parents”) must work in conjunction with the Hamilton Township School District and the school bus contractor. The following responsibilities and guidelines are noted in order for parents to understand their role in the transportation of their student.

Parents are reminded that student transportation to and from school is a privilege and not a right.

Students may be denied transportation if they violate the rules set forth by the school and the transportation department. If the student violates district/school policy and is suspended from riding the bus, the parent will be responsible for transporting their child to and from school. Inappropriate behavior on the school bus is considered serious and unsafe misconduct.

1. Parents are urged to use the school bus system to transport their student(s) to and from school whenever possible. The schools were not designed to anticipate a large number of personal vehicles accessing the school for drop off and pick up and the increased traffic creates a potential safety issue.
2. Parents are urged to assist their children in developing a respect for and a sense of safety concerning all of the related operations of the school bus. Parents are requested to review all of the "**Part II: Student Rules and Regulations for Bus Transportation**" section with their student(s).
3. Parents are urged to play a major role in monitoring their child's behavior during the walk to and from the bus stop and at the bus stop. Parents are responsible for their children during this time.
4. Parents are reminded that the school district is responsible for students from the time that they enter the bus to be transported to school until they are dropped off at their bus stop after school. **Parents are responsible for getting the students to the bus stop, discipline of their student at the bus stop while waiting, and from the bus stop to home.**
5. Parents should see to it that their child arrives at the bus stop at least ten minutes before the regularly scheduled arrival time. Students and parents should know their bus number. Bus drivers will not wait for tardy students, including students who are waiting inside their house or running to the bus (a safety issue), since any wait will adversely affect the established time schedules for other students.
6. Parents and students should select a safe walking route to and from the bus stop. Deviation from the route should be avoided. After leaving the bus, students should walk directly home using a safe and direct route. Students should not talk to strangers at the bus stop or along the way to and from the bus stop.
7. Students should be instructed to respect private property while walking to and from the bus stop. Crossing through private property and yards should be discouraged. Destruction of property or horseplay should also be avoided. Student safety at the bus stop is a top priority.
8. **Requirements to Meet Students at Bus Stop** (see Board Policy #8605 at hamiltonschools.org)
9. Parents are reminded that students must ride their assigned bus. Vacations, temporary work assignment changes, social events, riding to a friend's home, or other unforeseen events will not be approved for a change in bus assignment.

10. Students **MUST** board their bus and be discharged from their bus at the assigned stop **ONLY**.
11. Issues and concerns regarding your child's school bus driver should not be addressed directly with the bus driver. Parents should contact the Transportation Department (609-476-6319/6318 or Transportation@HamiltonSchools.org) with any driver concerns or issues.
12. Concerns regarding disciplinary issues on your child's bus should be reported to the child's school administrators.
13. It is against New Jersey state law for any person other than students, bus driver/aide, or school personnel to board a school bus at any time. **Bus drivers and school personnel have been instructed to immediately contact the police should any unauthorized person board, attempt to board, or threaten to board a school bus.**

Request for Transportation/Change in Transportation Form

<https://www.hamiltonschools.org/Transportation>

Hamilton Township School District Transportation Registration, Change, Decline Form

Transportation Office
609-476-6318/609-625-4847 (Fax)
Transportation@HamiltonSchools.org

☐ New Registration ☐ Transportation Change ☐ Child Care Stop

☐ I decline bus transportation at this time and will provide transportation to and from school for my child.

NAME OF STUDENT: _____
Last Name First Name M.I.

HOME ADDRESS: _____

GRADE: _____ MALE/FEMALE: _____ DATE OF BIRTH: _____

Parent/ Guardian 1:

Parent/ Guardian 2:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Cell Phone: _____

Cell Phone: _____

Work Phone: _____

Work Phone: _____

Pickup or Drop Off Location Other Than Home Information

Important Note: Requests for pickup or drop off at a location other than home are granted on a **5-DAY PER WEEK BASIS ONLY** and must remain the same for at least three (3) consecutive months during the current school year. The bus stop location must be the same for all 5 days of the school week. If there is not an established stop at the location that is being requested, the student will be transported to the stop nearest the requested stop location. Requests for occasional, inconsistent days (i.e. every Tuesday and Thursday) or every other week will be denied. (BOE Policy #8602)

Name of Responsible Person or Establishment: _____

Address: _____

Phone Number: _____

☐ Transportation Requested From This Location To School
and/ or

☐ Transportation Requested To This Location From School

Requested Effective Date: _____

(Must be at least three (3) school days after receipt of this form in the Transportation Office.)

I, the undersigned, release and discharge the Board of Education, its agents, servants and employees of and from any liability arising from the requested change in bus stop. I have read this Request For Transportation Form and understand all its terms. I hereby execute it voluntarily with full knowledge of its significance.

Signature of Parent or Guardian _____ Date _____

Davies Late Bus Stop Areas (After School Activity Buses)

Trip Detail – ACTIVITY BUS #1

04:15 PM --- Davies Middle

- Cologne Ave Apt
- Oak Crest Estates -Oak Crest Dr
- Woodlands
- Hamilton Green/Everglades
- Cloverleaf Lakes
- Cape May Ave (BHP to Main St)
- Park Lane (Lenape to Morning Side)

Trip Detail – ACTIVITY BUS Area #2

04:15 PM --- Davies Middle

- Babcock Rd (Rt 40 to Mays Landing Rd)
- Mays Landing Village
- Pine Grove Apts -New York Ave & Joe Nickels Blvd
- Harding Run I & II - Deer Run & New York Ave
- Brandywine (Yorktown & Concord)
- Eaglesmere: Renaissance & Reliance
- Inland Estates - 4288 BHP
- Fairways at Mays Landing:
 - McKee Ave & Cates Rd Area
- Victoria Crossing -Reega Ave & Victoria Dr
- Victoria Pointe -Deerfield Dr & Reega Ave
- Artist Walk -Galleria Dr
- West Jersey/Reega Ave
- Township Ave/Harbor Ave/Grand/Dover Ave
- Ocean Heights/Thelma Ave/Somers Point Rd Areas
- Timber Glen Area
- Hamilton Walk - Alexander Dr & Leah Ln
- Drosera Ave & Cologne Ave Areas

Trip Detail – ACTIVITY BUS Area #3

04:15 PM --- Davies Middle

- Blueberry Farm (Macrie Bros Parking lot)
- Weymouth Area:
 - (BHP to Skip Morgan Dr)
 - BHP (Driftwood Ln & High Bank Rd)
- Malaga Rd (Drake Ave through 5th St)
- Cedar Point
- Holly St & Cologne Ave
- Holly St & Laurel St
- Holly St & Frankfurt
- Laureldale Area:
 - (BHP to Chestnut St-along RT 50)

Trip Detail – ACTIVITY BUS Area #4

04:15 PM --- Davies Middle

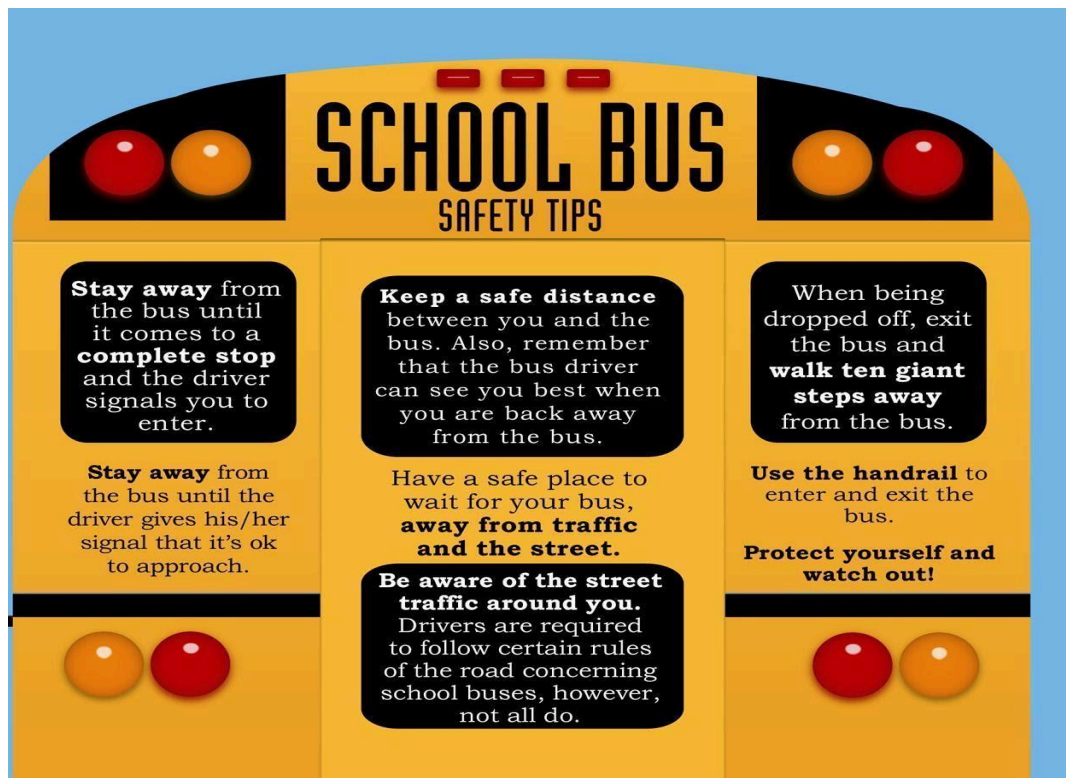
- Harding Lakes
- Misty Pines
- Brandywood (Hoover Drive)
- Pineland Gardens - 6473 Harding Hwy
- Sandpiper Condo
- Meadowbrook Condos
- Mizpah Area:
 - Railroad Blvd through Mizpha Rd
 - Old Landis Ave
- Harding Highway (Sheppard Bus Co to Indiana Ave)
 - Benson & Crocus Area

Trip Detail – ACTIVITY BUS #5

*This bus will be for students with special needs whose IEP indicates specialized transportation. This bus will provide curb to curb stops.

Millive Rd (Sheppard Bus Co to Estelle Ave) - Gen Ed Students

- Baker Ave
- Harley Ave
- Pittsburg Ave
- Estelle Ave



School Bus Safety Tips

