



2011 - 2012 Bus Transportation Handbook



St. Joseph Academy
Bus Transportation Program Handbook
Policies and Procedures for the 2011-2012 School Year

Admissions for the Bus Transportation Program

All students participating in St. Joseph Academy's bus program must be registered in advance with Ms. Diane Felice in the Business Office. Only registered students are permitted on the bus.

Fee Schedule

The fee for full time participation in the bus program is \$1,200.00 per person, or \$600.00 for one-way participation per person, **non-refundable** and **not re-negotiable**. The full-time fee of \$1,200.00 or \$600.00 (one-way contract) may be attached to the tuition account, payable through the FACTS program if requested. There is no discount rate for students participating in sports.

Contact Information

Mr. Patrick Keane, Program Coordinator
General Route Inquiries; Scheduling; Student Needs

School Office (904) 824-0431
E-mail: admissions@sjaweb.org

Ms. Diane Felice, Business Manager
Contract and Financial Inquiries

School Office (904) 824-0431
E-mail: accounting@sjaweb.org

Route Time Schedules

Route	Morning Locations Schedule					Depart SJA	Afternoon Locations Schedule				
Route # 1 Mandarin	St. Joseph Parish Parking Lot, Depart 6:45 a.m.	Food Lion @ SR 13 & Race Track Rd, Depart 7:00 a.m.	Bartram Springs Parkway & Race Track Rd, Depart 7:05 a.m.	Gate Station @ US 1 and SR 210, Depart 7:15 a.m.	Palencia Shopping Center; Departs 7:30 a.m.	Students report 3:25 PM Departure at 3:30 PM Mon-Thurs. Friday Departure: 3:00 pm	Palencia Shopping Center Arrive 3:50 p.m	Gate Station, Arrive 3:55 p.m.	Bartram Springs Parkway & Race Track Rd, Arrive 4:10 pm	Food Lion, Arrive 4:15 p.m.	Rectory/ Admin Parking Lot, Arrive 4:30 pm
Route # 2 Ponte Vedra Bus	Winn Dixie Shopping Ctr @ A1A & Solano Rd, Depart 7:05 a.m.	Mickler's Landing Shopping Ctr @ A1A, Depart 7:15 a.m.					Winn Dixie Shopping Center, Arrive 4:15 p.m.	Mickler's Landing Shopping Ctr, Arrive 4:25 p.m.			
Route # 3 World Golf Village Bus	Winn Dixie Parking Lot (W of I-95 on SR 210) Depart 6:45 a.m.	Publix @ SR 16 and World Golf Village Dr, Depart 7:00 a.m.	Race Trac Gas Station (W of I-95 on SR 16), Depart 7:15 a.m.				Race Trac Gas Sta., arrive 3:50 p.m.	Publix @ SR 16, arrive 4:05 p.m.	Winn Dixie Parking Lot, Arrive 4:25 p.m.		

(Note: Schedules are based on expected traffic, number of riders at each stop and distance between stops)

General Policies and Procedures for Route Schedules

- Route Scheduling – Due to the inconsistency of traffic, **all route times are approximate**. Please be patient, especially during the first few weeks of school, as route schedules are established.
- Morning Arrival/Departure – Students should be ready to board at the specified **“arrival” time**. The latest time that the driver will wait is indicated on the schedule as “departure time.”
- No additional stops are permitted once the bus leaves the specified location. The bus will not stop along the route to accept tardy students or to make any other stops.
- Arrival at St. Joseph Academy – Scheduled arrival at St. Joseph Academy is between 7:45 and 7:55 AM. If for some reason the bus is running late, the driver will notify the main office by phone and students will receive excused admit slips.
- Departure from St. Joseph Academy – Students should report to the bus by 3:25 PM. Please note that the bus departs no later than five (5) minutes after the reporting time. The bus is scheduled to depart at 3:30 pm Monday thru Thursday and at 3:00 pm on Fridays to allow students enough time to meet with teachers or participate in club meetings.
- **The bus will only drop-off students at the scheduled locations. No additional stops are permitted.**
- Periodic Schedule Changes – The afternoon schedule will change on a few occasions during the school. A separate schedule will be made available on the St. Joseph Academy website.

Switching Routes

If it is necessary for a student to ride home on a different bus, parents should contact **Mr. Keane** at least one (1) day in advance. Due to the limited number of available seats, this can only be handled on a day-to-day basis and will only be allowed if there are enough seats available. **Students may not arrange these changes without prior parent notification.**

Hurricane / Emergency Procedures

If the afternoon bus schedule is modified due to a local hurricane evacuation or for some other emergency, parents will be notified by the main office or via email/phone.

If for some reason an emergency change in schedule occurs (i.e. bus mechanical problems), every effort will be made to contact parents as quickly as possible.

General Policies and Procedures

Tardiness

The bus must depart all locations on schedule and cannot wait for tardy students longer than the scheduled time. Furthermore, at no point will the driver turn around for students who are late. The Administration reserves the right to assess fees and/or suspend or dismiss students from the program should there be occurrences of excessive tardiness (i.e. afternoon drop-off without prior arrangements).

Central Detention

Students who are required to serve a Central Detention for disciplinary reasons will be dismissed at 3:25 pm. Participation in the bus program does not lessen a student's responsibility to fulfill disciplinary consequences.

Personal Belongings

Students are responsible for their personal belongings on the bus. No personal items are to be left or stored on the bus. Drivers and school personnel will not open buses during the day to retrieve items left behind.

Emergency or Unexpected Changes

If for some reason an unexpected change in schedule occurs, please contact the bus driver by calling the school office.

Decorum

Students must adhere to all St. Joseph Academy policies and the student code of conduct while riding the bus and at the pick-up/drop-off locations. The following specific guidelines must be followed by all bus passengers to ensure the safety of the bus and its riders:

- ✓ Students must show respect to the driver at all times and should show respect for fellow students while riding the bus;
- ✓ Students must remain seated at all times **[Safety]**. Drivers may assign seats as necessary;
- ✓ Students are allowed to talk, however, they must keep their voices low so as not to distract the driver;
- ✓ Horseplay or other inappropriate behavior will not be tolerated on the bus **[Safety]**;
- ✓ Keep all parts of the body inside the windows at all times.
- ✓ Small snack items (i.e. breakfast bars, etc.) and bottled water are allowed on the bus. However, if food, drink, and/or debris are left on the bus or if there is a problem with this policy, the privilege may be modified or revoked at the discretion of the driver;
- ✓ Students are responsible for the cleanliness of their seat areas and must dispose of trash upon each departure from the bus;
- ✓ Students may not throw or toss items to one another and must keep all personal items with them at all times **[Safety]**. Students will be instructed on how to secure their personal belongings safely to prevent any mishaps should the bus have to make a sudden stop;
- ✓ Students may not communicate with any person or vehicle outside of the bus **[Safety]**.
- ✓ Wait until the bus has come to a complete stop before exiting or entering the bus. When the bus approaches its stop, students ready to board must remain five feet away from the bus as it approaches.
- ✓ Enter or leave the bus only at the front door after the bus has come to a complete stop, except in the case of an emergency or on instruction from the driver.
- ✓ Skateboards, surfboards or other similar items are not allowed on the bus.

Note: The St. Joseph Academy dress code applies on the bus and at the pick-up/drop-off locations.

Disciplinary Action

Any student who violates the St. Joseph Academy Code of Conduct or the policies of the Bus Transportation Program will receive disciplinary consequences. **Safety violations may result in a Saturday school or suspension.**

Continued conduct violations, especially those that endanger the safety of the bus and its occupants, will result in either a suspension from the bus and/or expulsion from the program and termination of the transportation contract. The Administration reserves the right to invoke this policy as necessary.

Student Contract

Parents will receive a contract prior to the first day of school that must be signed by both the student and parent(s) and returned to Ms. Felice by the specified date noted on the top of the form.

Safety and Emergency Procedures

Each student will be instructed on the bus safety and emergency procedures. Fire exits are clearly marked and their operation will be demonstrated to all students. Furthermore, an emergency evacuation drill and overview of emergency procedures will be conducted twice during the school year, once per semester.

It is the responsibility of each student riding the bus to ensure the safety of everyone else. This is accomplished by following all rules and regulations as well as abiding by the bus safety procedures. Violations of specific safety procedures as described in this handbook will result in a Saturday School.

Should there be any type of emergency, the Bus Transportation Program has specific procedures in place to ensure the safety and security of each student.

Contact and Emergency Information for Students

Parents are responsible for supplying St. Joseph Academy and the bus program with any changes to the following information that is kept on file and information that is necessary for emergency and safety purposes:

- Contact Information, including telephone number changes (please provide as many contact numbers as possible, i.e. home, work, cellular);
- Medical or Health changes;
- Student cell phone numbers.*

****Student and parent cell phone numbers are requested so that they may be kept on file in case of an emergency change of schedule (i.e. bus mechanical problems).***

Policy and Procedural Changes

The Administration of St. Joseph Academy reserves the right to modify, replace, add, or subtract from the policies and procedures documented herein. Furthermore, any such changes may be made at any time during the school year and when deemed necessary and appropriate by the Administration.
