



Parents, Guardians, Administration:

Welcome to ProCommute! We would like for you to take this opportunity to review the transportation rules. The State of Massachusetts regulates the laws regarding the transporting of students. Some of these laws are as follows:

1. **Bus Stops:**

Students may enter and exit the school bus ONLY at the designated stop unless a bus pass is provided to the driver upon entering the bus. Notes from parents to the bus driver are not bus passes. Your student may receive a citation if he/she attempts to enter or exit at an unassigned bus stop without a Stop Exemption. Parents must contact the school to get a Stop Exemption. See Stop Exemption below.

2. **Stop Exemption:**

If for any reason your student needs to ride a bus other than his or her designated bus, he/she will need a Stop Exemption from the **school office** before he/she boards the bus. A written note or phone call from a parent or guardian to the **school office** is required for the student to receive a Stop Exemption. **This includes students that spend the night at a friend or relative's house and need to board the bus in the morning.**

3. **Bus Stop:**

Please have your student at the stop **at least 10 minutes before** the scheduled bus arrival time. Students should walk to the bus stop using sidewalks (when available), walk with other students, and wear bright clothing or reflective material. Students must respect other students, and respect the property of others. **Students must stay twelve feet back from the bus stop until the door opens.** Any unauthorized crossing of a highway or private road by the student will result in a Level II citation.

4. **Driver use of Cell Phone:**

According to federal law 76 FR 75470 the use of Cellular Phones by Commercial Motor Vehicle Drivers, as corrected in the Federal Register on December 2, 2011 section 76 FR 82179 restricts the use of hand-held mobile telephones by drivers of commercial motor vehicles. (CMVs) While operating a school bus drivers cannot make or receive phone calls. The use of a cellular phone violates and is punishable under federal law.

5. **School Bus Red light Crossing:**

ProCommute requires all K-3 students who need to cross a roadway (when bus is present) to or from a bus stop to be escorted by a parent or guardian. ProCommute requires all students K-3 who need to cross a roadway (when a bus is present) to be escorted by a parent or guardian. ProCommute does not provide for escorted **loading** of students as a regular part of our transportation service. If your student is late to a bus stop that requires them to cross a roadway they must not cross the roadway until the driver or monitor (if provided) can escort them and the student will be cited for improper bus stop procedure. Students must be at their bus stop 10 minutes before scheduled pick up time. Any student required to cross a roadway upon **unloading** from the bus must be escorted by a parent or guardian.

6. **Standing in School Bus Penalty:**

Massachusetts General Law Section 7L **prohibits the standing on buses while in motion.** In clause 2 of GL Section 11B, in any city or town, which accepts the provisions of this section, the operator of a school bus shall not allow the number of school children riding in a bus at any one time to exceed the number of seats nor shall he drive until each child is seated. Any driver who violates these state laws shall be punished by fine no more than \$500.00. (Please notify your

students of the importance of being seated while on the bus. Your driver can be fined up to \$500 for their misconduct. Student misconduct will result in a citation after three warnings.)

7. **Kindergarten Students:**

All kindergarten students must be met by a parent or a designated person(over the age of 18), on the students registration form or emergency card to be released at his or her bus stop.No exceptions! This emergency card is located at the school and ProCommute main site. If the parent or designated person is not at the bus stop, the student will be returned to the school. After three "documented no shows" from a parent or designated person the student will be given a bus citation as a warning. If the parent or designated person continues to not be present at the bus stop a second citation will be issued with the student possibly receiving time off the bus. (A parent may choose to have a signed walk note on file at the school stating their child may be released from the bus without adult supervision. Note: ProCommute will not be responsible for tracking days that your student may walk, or with whom your student may walk with. Your student is either a "walk" or "no walk" student.)

8. **Behavior:**

Students are expected to behave in a safe and controlled manner. Students that misbehave may be issued a citation and can receive time off the bus. If a student receives a citation, the driver will attempt to contact the parent or guardian. The citation will be sent home with the student (if possible) or mailed. Please look over the citation with your student. **Sign the citation and return it to the driver.**

9. **Route Numbers:**

ProCommute has set up your school transportation using a routing system. **All routes are located above the entryway door at the front of the bus.**Buses are subject to change at any time without notice; please do not use the number of the bus as the only reference, be sure to **check the route number above the door.**

10. **Passenger Restraints (seat belts):**

All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code shall use the passenger restraint system.

11. **Use of Video Cameras:**

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities according to Massachusetts Law GL Section 7L. State Law believes that such monitoring will deter misconduct and help to ensure the safety of the students and staff. Students found to be in violation of the bus conduct rules shall be subject to discipline in accordance with district policy and regulation.

Any questions or concerns may be directed to ProCommute 781-410-4006 or info@procommute.com

Sincerely,
ProCommute