



The purpose of the Cape Cod Collaborative transportation service is to provide safe and efficient pupil transportation for the students from our 19 member school districts.

**To contact our transportation office, please call  
(508) 564-5206**

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# Things We Need To Do Together To Make Transportation Work

## 1. TRANSPORTATION OF CONTROLLED DRUGS OR OTHER MEDICATIONS.

All medications needed by students during the school day **MUST** be brought in to the school by the parent. This is a school and State policy.

Please plan accordingly should your child require medication during the school day.

The School nurse will accept and store the medication. The School nurse will notify the parent when the medication is running low.

2. State Law requires children wear safety restraint system correctly at all times while in the vehicle. Children between the ages of 1 and 4 and between 20 to 40 pounds and no taller than 40 inches in height may be in a car seat. Children between 40 and about 60/80 pounds (usually 4 to 8 year olds) may be in booster seats or safety vest. Different combinations of the child's age, weight and height may determine if a car seat, booster seat, safety vest or regular restraint is best for the child.

Car seats, booster seats and safety vests must be used with the vehicle safety restraint system.

All car seats and booster seats must have the manufacturers safety inspection label proving the car seat or booster seat meets the Federal Motor Vehicle Safety Standard for use in a bus. Mail the child restraint's registration card to the manufacturer in the event of a recall the manufacturer can contact you.

**It is imperative that you work with us in explaining to your child that the safety restraint system must be worn at all times.**

3. STUDENTS MUST NOT DISTRACT THE DRIVER SO AS TO ENDANGER THE SAFETY OF OTHERS.
4. Students should be ready for pick up **ten (10) minutes** before the vehicle is due to arrive. **Bus will arrive at its schedule time and shall leave after waiting no longer than 3 minutes.**
5. We require that a responsible person be present when students are dropped off. If you choose to permit your student to be left at home unattended, we require a written release authorizing such an arrangement ***prior to start of the school day.***

If you do not want your child left unattended at home and a responsible person is not present at drop off time, the driver will leave your student at (A) emergency person listed on the Cape Cod Collaborative Transportation Form, or from information received from the School Department, or, (B) location predetermined by your local School Department. Parents are also responsible for verifying with the Cape Cod Collaborative Office the following information: correct home and work phone numbers and emergency persons address and phone number.

6. **Routes may change with the addition/deletion of students to be transported.** We will notify you if this causes a time change for your child,
7. Pick up and drop off will be made at the home address unless requests are made in writing to the Cape Cod Collaborative. All requests must be made in ample time for review and the School Department notification and/or approval. Student's home school district will be notified of the requested change and provide written approval before change will be implemented.
8. Supply the Cape Cod Collaborative Transportation Office with all the emergency medical information on your child, in compliance with Chapter 766 Regulations, Section 905.5 before the start of the summer program or school year.
9. Contact the Cape Cod Collaborative Transportation Office at daytime phone: **(508) 564- 5206 during the hours of 6:00 a.m. - 4:00 p.m.** to provide information concerning student illness, vacations, change of address, home, day care etc. **PLEASE NOTE:** voice message may be left 24 hours a day 7 days a week.

If your child has a scheduled appointment that will prevent him/her from going to school, please call the transportation office a **few days in advance** of the planned absence. It is very important that you contact the Transportation Office if you are picking your child up at school so the vehicle does not make an unnecessary trip and inconvenience other children.

10. Whenever you leave a message on the answering machine make sure you leave your name, your child's complete name, school he/she attends, telephone number where you can be reached and any message. Please speak loud and clear when leaving your message.

**Example:** This is Mrs. Smith calling to say my daughter Ana will not be going to school today, Tuesday, October 29th. She will not need any transportation at all. She attends the Oak Ridge School.

**Example:** This is Mrs. Johnson calling to say that my son David will not need a ride to school today, but will need a ride home from school today. He attends the Centerville Elementary School.

11. Students will cooperate with the driver regarding noise level and acceptable behavior in the vehicle.
12. Cost to repair intentional damage caused to seats or other parts of the vehicle by a student must be reimbursed by the student and/or parents.
13. Cape Cod Collaborative cannot accept responsibility for clothing, books, or other personal items left in the vehicles. Students must carry belongings in a bag.
14. Vehicle radios are to be operated by drivers only/monitors in case of an emergency.
15. Students may be assigned seats by drivers and/or the Cape Cod Collaborative Office.
16. If called by the School Department for disciplinary reasons, it is the parents' responsibility to pick up the student at school.
17. In cases where a student's riding privileges are temporarily suspended, the parents become responsible for transporting the student safely to and from school.
18. Direct all complaints to the Cape Cod Collaborative Transportation Manager, or the Cape Cod Collaborative Transportation Supervisor if the manager is unavailable.
19. If you are called by the School Department/School to take your child home from school due to illness, please notify the Collaborative Transportation Office, as soon as possible, that you are picking up/have picked up your child.

20. As a courtesy to the children and staff in your child's vehicle, please do not send your child to school if he/she is ill.
21. Parents should not provide food or drink to be consumed while student is on vehicle without prior approval of Transportation Manager.

## **SNOW CANCELLATION/DELAY**

If school is cancelled or delayed due to inclement weather, the following policy will apply:

We urge parents to use their own discretion when sending children to school on snowy or icy days.

Also please arrange to be home or to have another person home in case of early dismissal in bad weather. **It is essential the Collaborative Transportation Office has a telephone number to reach you or your designee when an early dismissal occurs due to snow or inclement weather.**

Bad weather always creates hazardous driving conditions, which means the Cape Cod Collaborative vehicles will be travelling at a slower speed than normal. It is the parent's responsibility to ensure the area where the child is picked up/dropped off is reasonably clear of all snow and ice. Transportation may be cancelled if the driver cannot safely maneuver the vehicle.

Parents should watch/listen to appropriate TV and radio stations to determine if the school district your child is attending has closed its schools. **"NO SCHOOL"** announcements can be seen and/or heard on the following radio stations and TV stations (as early as 5:00 AM):

### **TV STATIONS**

Channel 5 WCVB-TV  
Channel 7 WHDH-TV

### **RADIO STATIONS**

WKPE 104.7 FM  
WQRC 99.9 FM  
WXTK 95.1 FM  
WCIB 102 FM

## TOWN CANCELLATIONS

It should be noted that if a specific school remains in session, but the town in which the school is located calls off school, the Cape Cod Collaborative WILL NOT transport in to or out of that town.

### EXAMPLE:

Town A cancels school, students living in Town A will not be transported to any school, be it public, Collaborative or Private. (Town A) If your child attends school in a town other than where you reside and school is in session, parents will be responsible for transportation to and from school.

The Cape Cod Collaborative Transportation **will NOT transport** a student to a school in a town that is cancelled. Obviously, if the school, which you child attends, cancels, there is **NO SCHOOL**.

If School is open in the town a child lives in but is closed in a town that the Cape Cod Collaborative must travel through to transport the child, no transportation will be provided.

## TOWN/SCHOOL DELAYED OPENINGS

When a school/town delays its openings and other schools remain on schedule, Cape Cod Collaborative may be required to use the same vehicle at the same time in two different places, an impossibility for our mode of transportation, especially in inclement weather: We will make every effort to bring your child into school; however, we will **NOT** be able to guarantee a pick-up time or an arrival time at school.

When a delayed school opening occurs, we would appreciate those parents who intend to transport their child to school to please contact the Collaborative to let us know and to confirm if the Collaborative will be providing transportation home at the end of school. **You bringing your child to school does not guarantee the Collaborative will transport your child home without a telephone call from you to the Collaborative transportation office.**

If you are unable to transport your child and want your child to go to school, please call the Cape Cod Collaborative Transportation Office.

# EARLY RELEASE

On occasion, weather conditions or school emergencies dictate that students, who are in school, be released before the normal school dismissal time. This is one of the most difficult situations to manage from a parent and transportation point of view and requires us working together to ensure the safety of your child. A critical piece of information we **MUST HAVE IS A SECONDARY DROP OFF LOCATION** for your child if you are not home during one of these unplanned situations.

- A. In some situations, schools are reluctant to release students early. The Cape Cod Collaborative Transportation will need to use its discretion to request an early release to assure transportation for students going home, in which case parents will be notified.
- B. The Cape Cod Collaborative Transportation Office must have telephone numbers (home and or work) in order to be able to reach parent/sitter for **EARLY RELEASE SNOW DAY**. If you have not given this information to the Cape Cod Collaborative Transportation Office, please do so immediately, before bad weather occurs.
- C. Bad weather always creates hazardous driving conditions. At the Cape Cod Collaborative safety is our number one priority and we will continue our policy of canceling all transportation if road conditions are not safe. It has proven prudent to transport residential children home a day early if the forecast calls for inclement weather. Safety of the student(s), driver and vehicle requires everyone's cooperation. It is better to get the student(s) home early than to put them at risk on the highway in inclement weather. If the Cape Cod Collaborative asks your permission to transport your child home a day early, or be released early and you say no, and the weather does turn bad, it is your responsibility to transport your child home.

## Residential Students Transportation

The Collaborative will work with your home school district concerning Friday afternoon return time from the school and the Sunday or Monday return time of residential students. Any changes to the established time will have to be requested in advanced and approved through your home school district. The times will be based on factors, such as, but not limited to: traffic concerns, cost factors, disruption of other student's pick-up times, driver fatigue and availability of vehicles/drivers.