



TRANSPORTATION PROGRAM HANDBOOK

2023 - 2024 SCHOOL YEAR



Bishop John J. Snyder High School

Bus Transportation Program Handbook

Policies and Procedures for the 2023-2024 School Year

Admissions for the Bus Transportation Program

All students participating in Bishop Snyder's transportation program must be registered in advance our Director of Admissions. Only registered students are permitted on the vans.

Fee Schedule

The fee for full time participation in the transportation program's van service is \$1,440.00, or \$960.00 for one-way participation, (non-refundable and not re-negotiable) for the 2023-2024 school year. A \$200.00 deposit is due with the contractual agreement. The balance of \$1,240.00 or \$760.00 may be attached to the tuition account, payable through the FACTS program, or paid via check or credit card.

Contact Information

Ms. Mary Anne Briggs

General Route Inquiries; Scheduling; Student Needs

School Office (904) 908-8954

maryannebriggs@bishopsnyder.org

Mr. Kellum will serve as the Director of Transportation until June 30, 2023; any inquiries, scheduling, or student needs should be directed to Mr. Kellum (rustykellum@bishopsnyder.org) until July 01, 2023.

General Policies and Procedures for Route Schedules

- **Route Scheduling** – Due to the inconsistencies of traffic, **all route times are approximate.** Please be patient, especially during the first few weeks of school, as routes are established. We will do our best to keep to our schedule.
- **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 the **“depart” time.**
- **No** additional stops are permitted once the van leaves the specified location. The van **will not** stop along the route to accept tardy students or to make any other stops.
- **Arrival at Bishop Snyder** – Scheduled arrival at Bishop Snyder varies, depending on the route; however it is typically between 7:30-7:45am. Students will arrive at the main breezeway in front of the gymnasium. 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 for their A period class.
- **Departure from Bishop Snyder** – Students should report to the transportation loading zone (main breezeway out side of the gymnasium) by 3:10 PM (2:10 PM on Wednesdays). Please note that the vans depart no later than five (5) minutes after the reporting time. The van is scheduled to depart twenty (20) minutes after school dismissal to allow students enough time to meet with teachers or participate in club meetings.

- **Afternoon Pick-up** –Parents and guardians should be prepared for their student to be dropped off at the appropriate time and location. Please understand that the **driver cannot, and will not, wait after the specified time.** Parents and guardians are fully responsible once their student has been dropped off.
- **Periodic Schedule Changes** – The afternoon schedule will change on a few occasions during the school year including the 9th Grade first day of school, PLAN/PSAT testing, Midterm and Final Exam days, to name a few. We will notify families of these schedule changes when they occur.

Pick-up/Drop-off Locations and Estimated times

This is a list of routes we have run in the past.

We will consider adding stops and/or routes – within reason – depending on need.

St. Patrick's Catholic School:

601 Airport Center Drive, Jacksonville

- Estimated Pick up – 6:45am
- Estimated Drop off – 3:50pm (2:50pm on Wednesdays)

The Guardian School:

4920 Brentwood Blvd, Jacksonville

- Estimated Pick up – 6:40am
- Estimated Drop off – 4:05pm (3:05pm on Wednesdays)

Assumption Catholic School:

2431 Atlantic Boulevard, Jacksonville

- Estimated Pick up – 6:50am
- Estimated Drop off – 3:55pm (2:55pm on Wednesdays)

St. Paul's Catholic School:

2609 Park Street, Jacksonville

- Estimated Pick up – 7:00am
- Estimated Drop off – 3:45pm (2:45pm on Wednesdays)

St. Matthew's Catholic School:

1773 Blanding Boulevard, Jacksonville

- Estimated Pick up – 7:10am
- Estimated Drop off – 3:35pm (2:35pm on Wednesdays)

Sacred Heart Catholic School:

5752 Blanding Boulevard, Jacksonville

- Estimated Pick up – 7:10am
- Estimated Drop off – 3:35pm (2:35pm on Wednesdays)

Gate Station:

13601 Phillips Highway, Jacksonville

- Estimated Pick up – 6:20am
- Estimated Drop off – 4:15pm (3:15pm on Wednesdays)

Baker County

location and times coming soon

Holy Family Catholic School:

9800 Baymeadows Road, Jacksonville

- Estimated Pick up – 6:35am
- Estimated Drop off – 4:00pm (3:00pm on Wednesdays)

Walgreens:

8917 San Jose Blvd., Jacksonville

- Estimated Pick up – 6:45am
- Estimated Drop off – 3:45pm (2:45pm on Wednesdays)

Winn Dixie:

11700 San Jose Blvd Ste 12, Jacksonville

- Estimated Pick up – 6:45am
- Estimated Drop off – 4:00pm (3:00pm on Wednesdays)

Publix:

4100 Blanding Blvd., Orange Park

- Estimated Pick up – 6:45am
- Estimated Drop off – 3:45pm (2:45pm on Wednesdays)

Annunciation Catholic School:

1610 Blanding Blvd, Middleburg

- Estimated Pick up – 7:00am
- Estimated Drop off – 3:30pm (2:30pm on Wednesdays)

Inquiries about adding routes and/or locations must be directed to the Director of Transportation.

Switching Routes

If it is necessary for a student to be dropped off at a different stop than the stop where they are normally dropped off, **parents** should submit their request through the Cariina app.

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 via Cariina of the new arrival times at the various drop-off locations.

General Policies and Procedures

Absences

If your child plans to be absent from the bus, please submit that information through the Cariina app.

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 bus program should there be occurrences of excessive tardiness (i.e. afternoon drop-off without prior arrangements).

Participation in School Activities

For those students participating in school activities or athletics, parents should notify their driver, via Cariina, well in advance with normal dates of absence.

Central Detention

Participation in the bus program does not lessen a student's responsibility to fulfill disciplinary consequences. Therefore, any student who receives a central detention as a disciplinary consequence will be responsible for his or her own transportation on that day. Furthermore, the student should follow the normal procedure for reporting the absence through Cariina.

Leaving Campus

For safety and security reasons, students are not permitted to leave campus in the afternoon before bus pick-ups. It is important that students understand that they must remain on campus from the time of school dismissal until the scheduled pick-up time for the bus.

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 the bus during the day to retrieve items left behind.

Emergency or Unexpected Changes

If for some reason an unexpected change in schedule occurs, please submit that information to your driver through the Cariina app.

Decorum

Students must adhere to all Bishop John J. Snyder High School 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;
- Students must remain seated at all times **[SAFETY]**. Mrs. McIntire 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]**;
- 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 any problem with this policy, the privilege may be modified or revoked at the discretion of the driver and the dean of students;

- 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]**;
- Students may not open the windows on the bus **[SAFETY]**.

Note: The Bishop Snyder dress code applies on the bus and at the pick-up/drop-off locations.

Disciplinary Action

Any student who violates the Bishop Snyder Code of Conduct or the policies of the Bus Transportation Program will receive disciplinary consequences. Minor offenses may result in either a 10 minute “*bus detention*”^{*} or a standard Central Detention, issued by the Dean of Students. **Safety violations, however, will result in a Saturday School upon the first offense or may result in more serious consequences, including expulsion from the bus, depending on the nature or the offense.**

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 in addition to any disciplinary consequences issued by the Dean of Students. The Administration reserves the right to invoke this policy as necessary.

**A bus detention would usually involve cleaning the inside of the bus, as directed by the driver.*

Safety and Emergency Procedures

Each student is expected to follow all bus safety and emergency procedures. Fire exits are clearly marked and their operation will be demonstrated to all students.

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 Bishop John J. Snyder High School **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;
- Authorized adults designated to claim a student;
- Student Cellular 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 Bishop John J. Snyder High School reserves the right to modify, replace, add, or subtract from the policies and procedures documented herein. Furthermore, and such changes may be made at any time during the school year and when deemed necessary and appropriate by the Administration.