

# Seymour Board of Education



## TRANSPORTATION COMMITTEE MINUTES

September 17, 2019  
MS Library Media Classroom  
7:00 p.m.

COPY RECEIVED  
DATE: 9/18/2019  
TIME: 2:49 pm  
TOWN CLERK'S OFFICE

**COMMITTEE MEMBERS IN ATTENDANCE:** Jen Magri  
Fred Stanek

**COMMITTEE MEMBERS ABSENT:** Christopher Champagne

**OTHERS IN ATTENDANCE:** Michael Wilson, Superintendent  
Sherry Holmes, Business Manager  
Steve Gardner, All-Star Transportation  
Jill Opotzner, BES Parent  
Pat Boyle, Board Clerk

### I. CALL TO ORDER

A. Mrs. Magri called the meeting to order with the Pledge of Allegiance at 7:07 p.m.

### II. PUBLIC COMMENT

Mrs. Opotzner of 3 Greenwood Circle is requesting the addition of a stop at her address. It was an established stop for 8 years as there were no other children taking the bus. In the middle of last year a family moved in that has a daycare. She was called in the middle of the year by Pat Boyle and asked if the stop could be moved to Bayberry/Greenwood. The stop was not moved last year; over the summer, the stop was moved to Bayberry/Greenwood. She is concerned with the location of the current stop, as the sidewalks are not always shoveled in the winter. Cars travel down the hill too fast and we are unable to see the stop from our house due to the pitch of the road and trees.

### III. DISCUSSION AND POSSIBLE ACTION

#### A. Parent Concern

Mrs. Boyle explained that the current stop is a safe stop. There are sidewalks between 3 Greenwood and Bayberry/Greenwood and this is an enclosed subdivision. Mrs. Boyle explained that there is not enough distance between the two houses to add an additional stop. According to the CDL License Manual, there should be at least 200 feet before the school bus stop for the activation of the amber warning lights. There is less than 150 feet between 3 Greenwood Circle and Bayberry/Greenwood. Mrs. Opotzner was informed in January that the stop would be moved over the summer to Bayberry/Greenwood to accommodate all of the children at the stop. Mrs. Boyle explained that stops are changed every year over the summer (refer to Transportation Policy and Guidelines #4) to meet the needs of all the children in the area. Mrs. Boyle gave a handout of the area in question as well as Brookfield subdivision in the Bungay area. This subdivision is of a similar makeup. This shows many children walking further than 150 feet with the farthest walking .15 tenth of a mile. Mrs. Magri asked how many children were at the daycare. Mr. Gardner said they pick up 5 children. The committee could not agree about this stop. Mr. Stanek felt we should add the stop back. Mr. Gardner explained that we would not add an additional stop but move the stop back to last year's stop at 3 Greenwood. The children at 2 Bayberry would then walk to that stop. He explained we try to keep stops at corners where there is more room for students to stand and to accommodate students as they move into the area. Mrs. Magri was not in favor of changing the current stop. Mr. Stanek suggest that the request be reviewed by the full board.

**MOTION:** (Mr. Stanek/sec. Mrs. Magri) to refer the parent concern to the full Board of Education.

**SO VOTED**

**AFFIRMATIVE:** Mr. Stanek, Mrs. Magri

**B. Review the 2019-2020 annual contractual requirements-Sherry Holmes**

The committee received a list of buses, drivers and monitors for the school year. Mrs. Magri asked Mr. Gardner if all of our drivers had the appropriate screening. Mr. Gardner said All-star tests and screens drivers above state requirements. Mrs. Magri asked where we were in the cycle of bus replacement. Mr. Gardner said we are in year 3 and we would be looking at replacing buses when the contract was up for renewal.

**C. Bus Company Information regarding Road Issues-Sherry Holmes**

Mrs. Holmes asked Mr. Gardner on any input on road issues. Mr. Gardner said North Street is badly in need of repair as there are many potholes and the sidewalk is crumbling. Mr. Gardner said it would be advantageous for Moss Avenue to be enlarged to allow bus traffic. Any child who lives in the upper section of Moss must either travel down to Moss/Summerhill or up to Moss/Old Ansonia Road. Mr. Stanek questioned Buckingham Road. Mr. Gardner said we only go on Buckingham in one direction as the buses bottom out the other way. Mr. Stanek and Mrs. Magri will bring these concerns to a Selectman's meeting.

**IV. REPORTS**

**A. Chairman's Report**

None

**B. Superintendent's Report**

None

**V. PUBLIC COMMENT**

Mrs. Opotzner said since Greenwood was not busy like Bungay, she did not feel adding a stop would cause traffic issues. She also said due to the pitch of the street their vantage point is compromised. It does not seem fair to her that she does not have a stop and exceptions are made to the rules. It is a safety concern and is very important to her. She will be attending the Full Board of Education meeting next week.

**VI. ADJOURNMENT**

**MOTION:** (Mr. Stanek/sec. Mrs. Magri) to adjourn the meeting at 7:52 p.m.

**SO VOTED**

**AFFIRMATIVE:** Mr. Stanek, Mrs. Magri

Submitted by:  
Pat Boyle

# Seymour Board of Education

## 2018-2019 Transportation Policy and Guidelines

### 1. **Walking Distance to Assigned Bus Stop**

Per Board of Education Policy, if a student is enrolled in grades K-3 the walking distance to their bus stop can be up to one (1) mile. Students enrolled in grades 4-8 have a walking distance of one and one half (1.5) miles. Students enrolled in grades 9-12 have a walking distance of two (2) miles. Most of the students in Seymour are no farther than a half mile from their assigned bus stop and well within the policy listed above.

### 2. **Transportation Pick up and Drop off Guidelines**

Transportation will only be provided to one pick up location and one drop off location. The locations must remain the same all five days of the school week and on a weekly consistent basis for the school year. For example, AM pick up at student's home all five days, PM drop off at daycare all five days. This policy includes early dismissal days; no exceptions will be made for early dismissal days. We understand that changes can occur within the school year. Please contact your child's school with daycare changes that take place after the beginning of the school year.

### 3. **"No Change" Procedure- Late Registration and Day Care Form Request**

All Before and After School Day Care Request forms must be received by August 10, 2018 to be in effect for the first day of school. This means that we cannot accommodate immediate bus transportation for your student if late registration has occurred after August 10, 2018. The Parent/Guardian will be fully responsible for transportation to and from school for their child(ren) until bus transportation can be arranged and approved by the Seymour Board of Education. This process can take up to 48 hours.

### 4. **Bus Stop Location Changes**

Bus stop locations throughout Seymour are created each school year within the context of where the currently enrolled students are located. Because of this, bus routes have to be updated and changed to accommodate newly enrolled students and students advancing from elementary school to middle school and from middle school to high school. Due to these changes, bus stops may have to be changed or deleted each year and bus routes restructured so that we can meet time constraints and get each student to school safely and on time. **Please be aware that your current school year bus stop may have changed from the last school year stop location.** We do our best to strive for continuity, but do reserve the right to change stops and routes as needed.

### 5. **Procedure for Family Emergency Bus Stop Changes**

Should a circumstance come up that you need to change your student's bus stop for a small temporary amount of time, then you must contact your student's school main office. They will notify Central Office of your request and they will approve emergency bus stop changes on a case by case basis.

### **Bus Assignments**

Your student must ride the bus they are assigned. For safety purposes we cannot approve the switching of buses or bus stops for a play date, after school party, or because your student wants to go to a friend's after school. Please see item #2 above if you have any questions.

### 6. **Kindergarten Students**

Kindergarten students ride the same buses as the students in grades 1-5. Kindergarten students ride in the front seats of the bus. **Kindergarten students must have a parent or responsible adult at the bus stop to put them on and take them off the bus.** If there is no parent or responsible adult present at the stop for the afternoon drop off, the bus driver will be required to return to the school with your child and you will be contacted by the school office to pick them up. If you want an older sibling (who is also riding the bus) to walk the student home in the afternoon, then we will need your permission in writing.

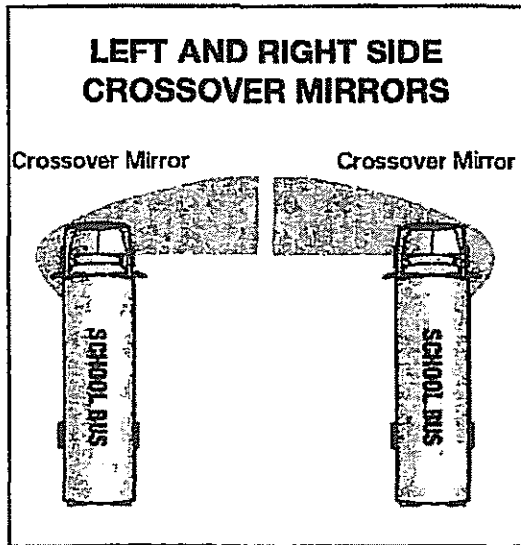


Figure 10.4

#### 10.1.6 – Overhead Inside Rearview Mirror

This mirror is mounted directly above the windshield on the driver's side area of the bus. This mirror is used to monitor passenger activity inside the bus. It may provide limited visibility directly in back of the bus if the bus is equipped with a glass-bottomed rear emergency door. There is a blind spot area directly behind the driver's seat as well as a large blind spot area that begins at the rear bumper and could extend up to 400 feet or more behind the bus. You must use the exterior side mirrors to monitor traffic that approaches and enters this area.

You should position the mirror to see:

The top of the rear window in the top of the mirror.

All of the students, including the heads of the students right behind you.

## 10.2 – Loading and Unloading

More students are killed while getting on or off a school bus each year than are killed as passengers inside of a school bus. As a result, knowing what to do before, during, and after loading or unloading students is critical. This section will give you specific procedures to help you avoid unsafe conditions which could result in injuries and fatalities during and after loading and unloading students.

The information in this section is intended to provide a broad overview, but is not a definitive set of actions. It is imperative that you learn and obey

the state laws and regulations governing loading/unloading operations in your state.

### 10.2.1 – Approaching the Stop

Each school district establishes official routes and official school bus stops. All stops should be approved by the school district prior to making the stop. You should never change the location of a bus stop without written approval from the appropriate school district official.

You must use extreme caution when approaching a school bus stop. You are in a very demanding situation when entering these areas. It is critical that you understand and follow all state and local laws and regulations regarding approaching a school bus stop. This would involve the proper use of mirrors, alternating flashing lights, and when equipped, the moveable stop signal arm and crossing control arm.

When **approaching the stop**, you should:

Approach cautiously at a slow rate of speed.

Look for pedestrians, traffic, or other objects before, during, and after coming to a stop.

Continuously check all mirrors.

If the school bus is so equipped, activate alternating flashing amber warning lights at least 200 feet or approximately 5-10 seconds before the school bus stop or in accordance with state law.

Continuously check mirrors to monitor the danger zones for students, traffic, and other objects.

Move as far as possible to the right on the traveled portion of the roadway.

When **stopping** you should:

Bring school bus to a full stop with the front bumper at least 10 feet away from students at the designated stop. This forces the students to walk to the bus so you have a better view of their movements.

Activate alternating red lights when traffic is a safe distance from the school bus and ensure stop arm is extended.

Place transmission in Park, or if there is no Park shift point, in Neutral and set the parking brake at each stop.

Make a final check to see that all traffic has stopped before completely opening the door and signaling students to approach.