

IMPORTANT TRANSPORTATION INFORMATION FOR IRVINGTON UFSD PARENTS

***** Before your child rides the bus, please review the crucial School Bus Safety Rules (on next page) with him/her. Infractions may be subject to disciplinary action by school administrators. *****

- **Students should be at the bus stop 5 minutes earlier than the scheduled AM pick-up time.** Please note that buses are permitted to leave within that 5-minute window.
- Please check the transportation portal frequently during the first few weeks of school since time adjustments may need to be made to allow for students being added to or removed from your route.
- Students need to get used to their bus routine, so there could be delays of up to 10-30 minutes in bus arrivals during the first week or so of school.
- Afternoon arrival times are approximate and can vary day to day based on school dismissal procedures and/or traffic conditions.

WHO TO CONTACT:

- For **lost belongings or questions related to a specific bus that may be late**, call the appropriate dispatch office:
 - **Royal Coach** (AR & Q buses): **914-365-1888** (6:30 AM – 6:00 PM)
 - **Ardsey UFSD minivans**: **914-295-5544** (7:00 AM – 4:00 PM)
- For **routing questions or concerns**, e-mail Jack Coxen, Transportation Supervisor, at jcoxen@ardsleyschools.org or Kristine Kallesten, Transportation Assistant Supervisor at kkallesten@ardsleyschools.org. *Route changes will be considered only after the first few weeks of school.*
- For **general transportation questions or assistance**, contact the transportation department at 914-295-5544 or e-mail transportation@ardsleyschools.org

For your convenience, this and additional information may be found on the transportation page of the Ardsley UFSD website.

SCHOOL BUS SAFETY RULES

PARENTS/GUARDIANS: Please review these rules thoroughly with your child. They are important to the safety and comfort of the students, as well as the bus drivers/monitors and other motorists. ***Infractions may be subject to disciplinary action by the school administrator.***

Note: In order to ensure your child's safety, in addition to the training that our bus drivers and monitors receive, we employ surveillance cameras to document and address any unsafe activities on our buses.

STUDENTS SHOULD:

- **Arrive at the bus stop five (5) minutes before the scheduled morning pick-up time.**
 - Ride ONLY on their assigned bus, and board and exit only at their assigned stop.
 - Board the bus in single file, go immediately to a seat, and put on a seat belt. **FAILURE TO WEAR SEAT BELT CAN RESULT IN LOSS OF BUS PRIVILEGES.**
 - Remain seated at all times when the bus is in motion, and only leave their seat after the bus is stopped at the school or bus stop.
 - At a designated stop, cross the street at least fifteen (15) feet in front of the bus under the direction of the monitor or driver. **Never cross behind the bus.**
 - Obey driver/monitor instructions. In case of emergency, carefully follow all directions given by the driver/monitor.
- **Students should always use extreme caution when getting on or off the bus. Other motorists may be negligent and not stop, as the law requires, for a school bus that is picking up or discharging students.**

Students Should NOT:

- Throw items out of the windows or doors, or extend any part of the body out of the window.
- Reserve or save seats.
- Eat or drink on the school bus.
- Stand on seats or sit on top of the back of the seat.
- Bring any guest on the bus.
- Bring pets on the bus.
- Bring pointed objects or weapons of any kind on the bus.
- Bring items that will not fit on their lap or under their seat.
- Push, shove, or fight on the bus or at the bus stop.
- Shout or use vile abusive language.
- Take possessions belonging to others.
- Vandalize the school bus or damage property at school bus stops.

Parents/Guardians Should:

- Help to ensure that students are at the bus stop five (5) minutes before scheduled morning pick-ups.
- Not board the bus.
- Check their child's clothing/backpacks to avoid long or dangling drawstrings, straps, scarves, etc. These items could get caught on the bus handrail or door and create a hazard.
- Report any unsafe operation of a school bus to the Ardsley UFSD transportation office.

IRVINGTON UFSD / INSTRUCTIONS FOR USING THE ONLINE TRANSPORTATION PORTAL

Our transportation office uses an online portal to provide you with your child's bus assignment. Bus number, bus stop, and pick-up/drop-off times are all posted on this portal.

Please check the portal frequently before and during the first few weeks of school since time adjustments may need to be made to allow for students being added to or removed from your route.

To access your child's bus information:

- Go to transportation.ardsleyschools.org or use the link provided on the Ardsley UFSD website's transportation page.
- For user name, enter your child's Ardsley UFSD student ID number. (If your ID is a 9-digit number, you must include the 2 zeros at the front.)
- For password, enter your child's student ID again. You will be prompted to change your password once you have logged in to the site. When it asks for "old" password, enter the student ID number one more time.
Please be sure to set up your password retrieval when prompted.
- After log-in, click on "View Student" to access your child's current bus information.

If you have more than one child, you must log in separately for each.

**** NOTE: PASSWORDS ARE RESET TO STUDENT ID NUMBER
FOR EACH NEW SCHOOL YEAR. ****

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Additional transportation information may be found on the transportation page of the Ardsley UFSD website.

If you have any questions or problems, please e-mail the transportation office at transportation@ardsleyschools.org; or contact us at 914-295-5544.