

Clinton Township Board of Education



“Where Children Come First”

Johanna Ruberto, Ed. D.
Interim Superintendent of Schools

Mark Kramer
Interim School Business Administrator/Board Secretary

August 19, 2021

Dear Parents and Guardians,

Please take the time to review the following information regarding transportation for the 2021-22 school year prior to boarding the bus. This is very important as there are several changes from previous years, including updated health and safety information.

TRANSPORTATION INFORMATION:

- **District Transportation Liaison:** Carmella Shaw 908.236.6341 x521 - cshaw@ctsdnj.org
 - Contact for any changes in address/phone number/email. Routes and stops are based on this data. If it is incorrect, a child's stop will be incorrect.
 - If requesting a change in your stop or appealing a route, send your written request or appeal to cshaw@ctsdnj.org. Please note in the subject line: APPEAL, Alternate Stop or Change of Address. **August 26 is the deadline for changes and, the sooner, the better. No changes will be made after that date for the first day of school.**
- Clinton Township buses do not travel into all cul-de-sacs. Please check the [CTSD website](http://ctsdnj.org) for additional information.
- **If you are using special in-district childcare/daycare arrangements, you must reapply each year.** The District cannot duplicate prior year arrangements. Please complete and submit the Application for Student Transportation [Request for In-District Childcare/Daycare Arrangements form](#). This form refers to **childcare arrangements only**.
- Final bus stop information will be emailed to parents **on or about August 19th. Please check your spam folder if you did not receive an email by August 20th.**
- Requests or questions made regarding transportation on a Friday may not be answered until Monday.

TRANSPORTATION RULES AND REGULATIONS

- Respect and follow the driver's instructions
- Remain seated and buckled, facing forward in the assigned seat
- Keep hands, feet, and objects to yourself
- Be polite and talk quietly
- Use appropriate language

HEALTH AND SAFETY RELATED INFORMATION

- Everyone **MUST** wear a mask.
- An adult must be present at drop off for children grades K-3. A [Bus Waiver Form](#) can be completed for grade 3.

- **Bus will board from back to front and disembark front to back.**
- **Windows open (when possible)**
- **Seating with family members**
- **Buses are disinfected between runs**
- **Distancing done when possible**

The Transportation Department is working to make busing a positive experience for all. We understand that everyone is busy, but please do not leave this to the last minute. All of this information can be found on our website. Please also review the school calendar and highlight early dismissals and holidays. It may seem like a simple thing, but buses often become delayed on early dismissal days when we are trying to find parents and emergency contacts. All bus rules can be found in the Student Handbook which will be distributed for the 2021-22 school year.

With sincere appreciation,

A handwritten signature in cursive script that reads "Johanna S. Ruberto".

Johanna S. Ruberto, Ed. D.

JR: cs