

# **GREENWICH TOWNSHIP BOARD OF EDUCATION**

**415 SWEDESBORO ROAD, GIBBSTOWN, NEW JERSEY 08027**

Scott A. Campbell  
School Business Administrator/Board Secretary  
[scampbell@gtsdk8.us](mailto:scampbell@gtsdk8.us)

Phone: 856-224-4900 x 2120  
Fax: 856-423-1210

## **2023/24 TRANSPORTATION GUIDELINES**

The Greenwich Township Board of Education and Transportation Department strives to provide safe and efficient transportation to all district transported students. Due to insurance and liability issues, the following guidelines will be in place for the 2023/24 school year for Pre-K – 8<sup>th</sup> grade students.

1. Walkers are not permitted to utilize bus transportation to and from school, unless on an approved Board of Education activity. Walkers are not permitted to ride the bus to/from another student's house. If you are unsure as to whether your address is in a walking or bussing area, please contact the Transportation Department for clarification at 856-224-4900 x 2120.
2. The district will not provide transportation to/from any outside day care facility.
3. If your child (bus student only) will be attending SACC and not be utilizing bus transportation to/from the Broad Street School, a letter must be submitted to the Transportation Department at the address above prior to August 1, 2023 (a new letter must be submitted each school year). If you wish to fax your letter, please fax to 856-423-1210, Attention/Transportation. You can also email your letter to [businessoffice@gtsdk8.us](mailto:businessoffice@gtsdk8.us).
4. If you have a child (bus student only) attending Nehaunsey Middle School that needs transportation to/from SACC (bus stop is at Broad & Hudson Streets), please submit a letter to the Transportation Department prior to August 1, 2023 (a new letter must be submitted each school year). Please use same fax or email address as in #3 above.
5. If you are a working parent, and your child/children will be at sitter's house or SACC, you must designate which location will be your child's bus stop. The district **will not make multiple** pickups/stops from one house to another. You must determine where your child/children will be boarding the bus. Example: If you designate that your child/children are to be picked up at home in the morning and dropped off at a sitter's house or SACC in the afternoon, they would be picked up Monday-Friday as per that schedule. **Requests to have them picked up on alternate days between two locations will not be honored.** This schedule would be in effect until the last school day in June. Any deviation from this schedule would be the parent's responsibility for transportation. **NO EXCEPTIONS.**
6. If your sitter lives in a walking area, then your child/children will become walkers from that location.

Due to buses potentially being filled to capacity, students will not be permitted to switch buses for the purpose of socializing at a friend's house after school. Any deviation from your child's bus schedule must be approved by the Transportation Department. Bus drivers are not authorized to make changes.

If you have any questions regarding these guidelines, please contact the Transportation Department at 856-224-4900 x 2120, or send an email to [businessoffice@gtsdk8.us](mailto:businessoffice@gtsdk8.us)

Approved by the Board of Education on April 25, 2023

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**Fax: (856) 423-1210**

**August 1, 2023**

**TO: PARENTS/GUARDIANS**

**FROM:  SCOTT A. CAMPBELL, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**RE: TRANSPORTING BULK ITEMS TO/FROM SCHOOL ON SCHOOL BUSES**

As per the National School Transportation Specifications and Procedures, please be advised that for the safety of our students, bus drivers and aides, the Greenwich Township Board of Education will not allow students to transport hazardous materials, nuisance items (such as large school projects), or animals on district buses.

Items cannot be placed in the stair well, the aisle, or in front of the emergency door exit. The pupil is permitted to carry only objects that can be held in his/her lap.

If you have any questions, please contact my office.

SAC/jlm

**C: Board Members**  
**Dr. Jennifer Foley-Hindman, Chief School Administrator/Principal/Nehaunsey School**  
**Mrs. Alisa Whitcraft, Principal/Broad Street School**  
**John Tirico, Director of Special Services**  
**Gloucester County Special Services School District**

**CHANGE IN DROP-OFF/PICK-UP PROCEDURES**  
**BROAD STREET ELEMENTARY SCHOOL**

At the direction of the Greenwich Township Police Department, and in following their advice, Broad Street School is changing AM drop-off on Hudson Street.

**DROP AND GO:** Between the hours of 8:20-8:35, parents who drive their child(ren) to school, will drive around the rear of the building, enter through the gate, and pull up to the designated drop off area by kindergarten room 109. For safety reasons, students should exit the car ONLY on the passenger side closest to the building. Parents will be directed by the police or district staff in unloading one car at a time. Parents should remain in the car. Students will enter the building and proceed to class. Parents will carefully exit our school lot onto Hudson Street. Please do pass any busses to exit the lot.

**AM BUSES:** Drop off on the bus platform and exit onto Hudson Street.

**AM WALKERS:** Parents walking students to school or students walking alone to school, will proceed to the flagpole main entrance for grades K-2 and the auditorium entrance for grades 3-5. Doors will open at 8:20.

If you are earlier than 8:20, you must park legally and wait for school staff to arrive at the front of the building.

**PM CAR RIDERS:** In the afternoon, K-5 car riders will be picked up at the flagpole entrance of Broad Street. Parents must find a legal parking space and get out of their car to pick up their child(ren). In the afternoon, you are NOT permitted in the rear entrance of the building. All dismissals, except bus dismissal, will be in the front of the building. Please DO NOT park on Hudson Street.

**PM WALKERS:** Grade K-5 will be dismissed from the auditorium entrance in the center of the building.

**PM SACC:** SACC students will be dismissed with the Car Riders at the flagpole entrance.

**PM BUSES 84 & 85** will dismiss by the Kindergarten room 109

**PM BUSES 86 & 87** will dismiss on the Bus Platform