



## BELMONT DAY

All **student** shuttle riders agree to live the Belmont Day School values at all times:

### *Responsibility*

- Be waiting at your shuttle stop at least 5 minutes before the scheduled pick-up time (the shuttle will not wait if you are late!)
- Wear a seatbelt at all times and remain in your seat until you reach your final destination.
- Keep the windows and doors clear of bags or other objects; ask for help if you need help stowing something away safely.
- At dismissal (4:30 p.m. Monday to Thursday, 3:30 p.m. on Fridays) make sure you are moving quickly to check out with the appropriate adult and board the shuttle to help keep it on schedule.
- Immediately tell Mr. Santos if there are any problems on the shuttle (including issues with behavior, concerns about the shuttle's condition, or questions about the rules.)

### *Respect*

- Show respect to the shuttle driver and follow all of his or her directions; the shuttle driver is in charge!
- Treat the shuttle with respect by refraining from eating or drinking on board (only water is allowed; all food must remain stored in backpacks.)
- Help keep the shuttle clean: take everything with you that you bring on board (including garbage.)
- Listen to music/content only on headphones and at a low volume; other riders and the driver should not be disturbed by your music (and devices cannot be shared.)
- Put away any electronics at the request of the driver and follow any driver requests for assigned seating.

### *Honesty*

- Behave as you would in the classroom: use your indoor voice; speak up to your peers if you think your group volume is disrupting the driver.
- Use appropriate language and only discuss topics that are appropriate for the youngest riders.
- Allow the shuttle driver to focus on safe driving without distractions.
- Only listen to school-appropriate content, including music, on electronic devices (on headphones.)
- Report concerns about behavior immediately to Mr. Santos.

### *Caring*

- Show caring to the shuttle driver: be polite and friendly, and thank the driver.
- Look out for and support other riders on the shuttle. Be helpful and strive to improve everyone's experience on the shuttle.

### *Excellence*

- Set an example for all future shuttle riders to follow.

### *Joy*

- Create and contribute to a positive shuttle-rider community.



## BELMONT DAY

All **parents** of shuttle riders agree to the following:

- To provide **Anderson Santos, the shuttle coordinator, with a phone number or email where you can be reached immediately in case of emergency.**
- To have your child ready and waiting at the shuttle stop at least 5 minutes prior to the pick-up time and understand the shuttle will not wait for late arriving students.
- To take responsibility for finding alternative means of transporting your child to school if he/she misses the shuttle.
- To have an adult waiting at the shuttle stop to receive your student at drop-off:
  - Children in pre-k to grade 5 will not be dropped off if an adult is not at the stop to receive them; the children will be driven to the last stop on the route, and wait to be picked up there.
  - Parents of students in grades 6 to 8 must check the box on the Shuttle Enrollment Form to allow for their child to be dropped off without an adult present.
- To understand that the shuttle will not under any circumstances pick-up or drop-off at any location other than the four school-approved stops.
- To allow Belmont Day School to inform the shuttle driver of any life threatening allergies or medical conditions that your child may have, knowing the information will be kept in strict confidence.
- To pay for any damage done to the shuttle by your child.
- To arrange emergency pick-up plans for your child should he/she get sick during the school day; the school cannot send sick students home on the shuttle.
- To report student **absence, sickness, or dismissal change (early dismissal, late arrival, going home by another means)** to the school by emailing [attendance@belmontday.org](mailto:attendance@belmontday.org) or calling the main line at 617-484-3078 by 9:00 a.m. the day of the **change**.
- To understand that any student violation of the shuttle agreement will result in disciplinary action and may include suspension from the shuttle; please help reinforce shuttle agreement rules with your child.

*For Middle School Parents:* To stay informed of your child's athletics schedule and any late returning away games. **You are responsible for arranging transportation home for your child if the student is going to miss the regular shuttle departure time (4:30 p.m. on Mondays-Thursdays and 3:30 p.m. on Fridays) and communicating that change to Anderson Santos and to the front desk by emailing [attendance@belmontday.org](mailto:attendance@belmontday.org) by 9:00 a.m. the day of the change.**



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*For Lower School Parents:* To provide a booster seat (if appropriate) labeled with your child's name to be used exclusively on the Belmont Day shuttle.

**Belmont Day School** agrees to the following:

- To provide safe and reliable transportation to and from the school.
- To provide a shuttle coordinator who will be accessible to parents until 6:00 p.m. and between 5:30 - 7:30 a.m. to receive and transmit information about shuttle delays or concerns.
- To serve as the liaison between BDS parents and our contracted service (parents should never contact the shuttle company.)
- To require shuttle drivers to follow the approved shuttle route, using only pre-authorized pick-up and drop-off locations.
- To communicate any changes in shuttle schedule or service to parents as soon as possible.
- To respond to reports of behavior or discipline issues.
- To review Criminal Offender Record Information (CORI) background check results of shuttle drivers.

The **shuttle driver** agrees to the following:

- To drive in a safe and responsible manner in keeping with safe driving laws.
- To be courteous and respectful to students and other drivers.
- To follow the approved shuttle routes and not pick-up or drop-off students at locations not previously approved by the School.
- To insure that the shuttle is kept clean and free of debris and to report any mechanical issues to the shuttle coordinator.
- To verify that the shuttle is clear of passengers and baggage after each drop off.
- To communicate any delays to the shuttle coordinator.
- To report any student behavior or discipline issues immediately to the shuttle coordinator.
- To complete the required CORI background check with Belmont Day.