



# Bus Transportation Program Handbook

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**2021 – 2022 School Year**



**Bishop Kenny High School**  
**Bus Transportation Program Handbook**  
**Policies and Procedures for the 2021-2022 School Year**

## Admissions for the Bus Transportation Program

All students participating in Bishop Kenny's bus program must be registered in advance with a signed contract and release of liability form.

## Fee Schedule

The fee for full time participation in the bus program is \$1,385.00, or \$775.00 for one-way participation, non-refundable and not re-negotiable. A \$200.00 deposit is due with the contractual agreement. The remaining balance of \$1,185.00 or \$575.00 (one-way contract) may be attached to the tuition account, payable through the FACTS program. Additional rates are available for one semester, one quarter, or shorter term arrangements. Please contact Mr. Broach for more information regarding these arrangements.

## Contact Information

**Mr. Michael Broach, Director of Transportation**  
*General Route Inquiries; Scheduling; Student Needs*

**School Office (904) 398-7545, Ext. 228**  
**E-mail: BroachM@bishopkenny.net**

| Route   | Driver and Bus Cell Phone                                  |
|---|--|
| <b>Route 1</b> – Jacksonville Beach/East Jacksonville<br>(South Beach/Jax. Golf & CC/Atlantic-Girvin) | <b>Mr. James Nackashi</b><br>Cell Phone: (904) 403-6962    |
| <b>Route 2</b> – Beaches<br>(St. Paul/Our Lady Star of the Sea/Palmer)                                | <b>Mr. Cary Snow</b><br>Cell Phone: (904) 412-4112         |
| <b>Route 3</b> – St. Johns / Mandarin / Southside<br>(San Juan/Julington Crk/St. Joseph/Holy Family)  | <b>Mr. Scott Sberna</b><br>Cell Phone: (904) 412-4401      |
| <b>Route 4</b> – Nassau County / North Jacksonville<br>(Fernandina-Sadler Rd/Yulee/St. Patrick Sch.)  | <b>Mr. Timothy Hendricks</b><br>Cell Phone: (904) 446-6812 |

## Route Time Schedules

| Route 1    | South Bch  | Jax. Golf-CC | Atl/Girvin  |           | Route 1   | Atl/Girvin  | Jax. Golf-CC | South Bch  |          |
|------------|------------|--------------|-------------|-----------|-----------|-------------|--------------|------------|----------|
| Boarding   | 6:35 AM    | 6:47 AM      | 7:00 AM     |           | PM Return | 4:00 PM     | 4:10 PM      | 4:20 PM    |          |
| Latest Dep | 6:38 AM    | 6:50 AM      | 7:03 AM     |           | Wednesday | 3:00 PM     | 3:10 PM      | 3:20 PM    |          |
| Route 2    | Palmer     | Our Lady     | St. Paul    |           | Route 2   | St. Paul    | Our Lady     | Palmer     |          |
| Boarding   | 6:33 AM    | 6:43 AM      | 6:55 AM     |           | PM Return | 4:05 PM     | 4:20 PM      | 4:30 PM    |          |
| Latest Dep | 6:35 AM    | 6:45 AM      | 6:58 AM     |           | Wednesday | 3:05 PM     | 3:20 PM      | 3:30 PM    |          |
| Route 3    | San Juan   | Jul/BOA      | St. Joseph  | Holy Fam. | Route 3   | Holy Fam.   | St. Joseph   | Jul/Publix | San Juan |
| Boarding   | 6:20 AM    | 6:35 AM      | 6:50 AM     | 7:07 AM   | PM Return | 3:55 PM     | 4:10 PM      | 4:25 PM    | 4:35 PM  |
| Latest Dep | 6:25 AM    | 6:38 AM      | 6:53 AM     | 7:10 AM   | Wednesday | 2:55 PM     | 3:10 PM      | 3:25 PM    | 3:35 PM  |
| Route 4    | Fernandina | Yulee        | St. Patrick |           | Route 4   | St. Patrick | Yulee        | Fernandina |          |
| Boarding   | 6:25 AM    | 6:40 AM      | 7:05 AM     |           | PM Return | 4:00 PM     | 4:25 PM      | 4:40 PM    |          |
| Latest Dep | 6:28 AM    | 6:42 AM      | 7:07 AM     |           | Wednesday | 3:00 PM     | 3:25 PM      | 3:40 PM    |          |

- Students should be waiting at the bus stop at the **boarding time** listed above
- Buses arrive at Bishop Kenny between 7:20 and 7:35 each morning
- All students are to report to the main circle at **3:30** in the afternoons for departure no later than **3:35 PM**.
- On Wednesdays, the reporting time is **2:30 PM** with departure at **2:35 PM**.



## **COVID-19 Safety Procedures**

Our face mask policy for the bus program will follow the school's policy. When masks are required indoors by the Diocese of St. Augustine, masks will also be required on the bus. When masks are declared optional by the Diocese, they will also be optional onboard.

We will continue to sanitize buses each day in between routes and have hand sanitizer available for students.

All buses are ventilated with dual air conditioning systems and filters are checked frequently to ensure optimum air quality.

Parents: if your child is not feeling well, we ask that he/she not ride the bus until feeling well again. Students with a fever of 100.4 or higher should not board the bus; however, drivers will no longer conduct daily temperature screenings.

## General Policies and Procedures

- Route Scheduling – Due to the inconsistency of traffic, **all route times are approximate**. Please be patient, especially during the first few weeks of school, as route schedules are established. **Due to the change of the school day schedule in 2021-2022, our afternoon route times are later than previous years. We will monitor traffic patterns and make adjustments if necessary.**
- Morning Arrival/Departure – Students should be ready to board at the specified **“boarding” time**. The latest time that the driver will wait is indicated on the schedule as “departure time.”
- No additional stops are permitted once the bus leaves the specified location. The bus will not stop along the route to accept tardy students or to make any other stops.
- Arrival at Bishop Kenny – Scheduled arrival at Bishop Kenny is between 7:25 and 7:35 AM. Students will arrive at the main circle in front of the Chapel and 200 Building. If for some reason the bus is running late, the driver will notify the main office by phone and students will receive excused admit slips for their first period class.
- Departure from Bishop Kenny – Students should report to the bus by 3:30 PM (2:30 on Wednesdays). Please note that the bus departs no later than five (5) minutes after the reporting time. The bus is scheduled to depart 45 minutes after school dismissal to allow students enough time to meet with teachers or participate in club meetings (meetings are usually held 3:00-3:30).
- Afternoon Pick-up – Specific information about each location is contained in the next section. Parents and guardians should be prepared to claim students at the appropriate time and location. Please understand that the **driver cannot wait after the specified time**. Students not picked up must wait at an approved location. Drivers will ensure that students have contacted parents via cell phone before leaving for the next scheduled stop.
- For safety reasons, any parent who plans to have another adult pick-up his/her student must submit a note including the person’s full name and relation to the student to the bus driver in advance **or submit a message via the Cariina Parent app**. If a note is not possible, please contact the driver by phone. **The driver will only drop-off students at the specified location. No additional stops are permitted.**
- Periodic Schedule Changes – The afternoon schedule will change on a few occasions during the school year including PSAT testing in October, Parent-Teacher Conferences, and Midterm and Final Exam days. A separate schedule will be sent to parents in advance and will be available on the Bishop Kenny website.

## Pick-up/Drop-off Locations and Procedures

### Route 1 – Jacksonville Beach/East Jacksonville

**South Beach Parkway Plaza (Marsh Landing)** 544 Marsh Landing Parkway, Jacksonville Beach

- Location – Parking area to the east of First Watch restaurant
- This is a private, commercial property. Student parking is not advised.

**Jacksonville Golf and Country Club:** 3985 Hunt Club Road, Jacksonville

- Location – Clubhouse parking lot – near the Tennis Courts; Hunt Club Rd. is accessible via Hodges Blvd.

**DSC Properties Parking Lot (Atlantic-Girvin):** 12740 Atlantic Blvd., Jacksonville

- Dicky Smith Contractors parking lot at the light with Girvin Rd (south side of intersection).
- Bus will drop off students in parking lot parallel to Atlantic Blvd.
- No student parking is permitted at this location as it is private property.

### Route 2 – Beaches

**Palmer Catholic Academy** 4889 Palm Valley Road, Ponte Vedra Beach

- Location – Parking lot in front of the school.
- **Wednesdays:** Due to high traffic on Wednesdays with dismissal at Palmer Catholic Academy, parents are encouraged to pick-up students at Our Lady Star of the Sea, if possible.

**Our Lady Star of the Sea:** 545 State Road A1A North, Ponte Vedra Beach

- Location – In front of the bell tower adjacent to the sanctuary.

**St. Paul Catholic School:** 428 Second Avenue North, Jacksonville Beach

- Location – **First Avenue North parking area in front of middle school building**
- Afternoon Pick-up – Students not picked-up within five (5) minutes of bus arrival will be sent to the After School Care program in the school's library. Students must abide by all Bishop Kenny policies as well as the directives of St. Paul's School employees while under their care.

### Route 3 – St. Johns / Mandarin / South Jacksonville

**San Juan del Rio Catholic Church** 1718 State Road 13, St. Johns

- Location – Back parking lot, closest to Marywood.

**Julington Creek – NOTE: due to traffic concerns, there are two separate pick-up and drop-off locations.**

- AM Location – Bank of America Parking Lot at Julington Creek Plaza, 425 State Road 13 North, St. Johns
- PM Location – Publix Parking Lot at Julington Village, 450 State Road 13 North, St. Johns (bus will drop off closest to entrance off SR 13).
- Students should not leave vehicles at these locations.

**St. Joseph's Catholic Church:** 11757 Old St. Augustine Road, Jacksonville

- Location – In front of the Main Church, near the flagpole.
- Students should wait to board on the outside gathering area in front of the church's main entrance

**Holy Family Catholic Church:** 9800 Baymeadows Road, Jacksonville

- Location – East parking area near Baymeadows Rd., pick up is at the end of the front driveway of the church
- Afternoon Pick-up – Students may wait near the church, but must not enter the school area.

## Route 4 – Nassau County / North Jacksonville

### Fernandina Beach/Sadler Road:

867 Sadler Road, Fernandina Beach

- Location – Parking lot in front of shopping center; southwest corner of lot.
- Student Parking not advised – **Special permission is required from the owner to park a vehicle at this location.** Please see the information on the last page of this handbook for more details.

### Yulee/Target Shopping Center:

463737 State Road 200, Yulee

- Location – Front of Target parking lot, near service road and behind the Wells Fargo Bank.
- Student Parking not advised – Please read parking section at the end of this handbook.

### St. Patrick Catholic School:

601 Airport Center Drive East, Jacksonville

- Location – Parking lot in front of the school.

## Special Arrangements for Afternoon Pick-up

Parents may request that a student be routinely allowed to:

- ride home with another student or parent, or
- walk home from the drop-off location, or
- wait at an approved drop-off location.

The request for special arrangements was included in the enrollment form. Parents wishing to modify these arrangements should contact Mr. Broach.

## Switching Routes

If it is necessary for a student to ride home on a different bus, parents should contact Mr. Broach at least one (1) day in advance or the morning of the needed change (if an afternoon route). Due to the limited number of available seats, this can only be handled on a day-to-day basis and will only be allowed if there are enough seats available. **Students may not arrange these changes without prior parent notification.**

## One-time Passengers / One-way Passengers on Additional Routes / Occasional Contracts

Only contracted students may ride the bus. However, if bus transportation is needed for a student not enrolled in the program (i.e. friend riding home, sleepover, etc.), there is an option for “one-time passengers.” The procedure is as follows:

1. Contact Mr. Broach in advance of requested date (see below).
2. A Short-Term Transportation Contract must be signed with the release of liability. The contract must be received in advance of transportation:
  - a. Morning Route or Round Trip: Contract is due by 7:50 AM the day prior to requested date
  - b. Afternoon Route: Contract is due by 7:50 AM the morning of the requested date
3. Ridership is billed at \$10/trip, invoiced via FACTS at the end of the month.

One-way passengers wishing to ride on a non-contracted route must contact Mr. Broach in advance to ensure that space is available. Example: Route 1 AM passenger wishing to ride home on Route 1 PM on a particular afternoon. The daily rate of \$10 per trip will apply, invoiced via FACTS at the end of the month.

### Occasional Passengers:

For students enrolled as occasional passengers, service is offered on a space available basis only. If a seat is available, the driver will accept the student and mark his/her attendance the via Cariina app. Ridership is billed at \$10/trip and invoiced at the end of each month via FACTS.

## Inclement Weather / Emergency Procedures

If the afternoon bus schedule is modified due to a local weather condition, hurricane evacuation, or for some other emergency, parents will be notified of the new after school arrival times via e-mail and text alert. If the notification is only via e-mail, drivers will ask students to contact parents via cell phone to notify of the change.

Students will be notified of any bus schedule changes via PA announcement and by a school-wide notification on Schoology which appears on all student iPads.

If for some reason an emergency change in schedule occurs (i.e. bus mechanical problems), the school will contact parents as quickly as possible. In the event of a mechanical problem, every effort will be made to provide alternate transportation. Given the nature of such situations, an alternate mode of transportation may not be available. In that event, parents will be notified as quickly as possible in order to arrange pick up of students.

## Cariina Parent App

Prior to the start of the school year, parents will be invited to join **Cariina Parent**, our bus program app. The mobile application is available for iPhone and Android. Using this app, parents may:



- Submit absence notices via the **Permission Slips** button – please select “Not Riding AM Bus Route” or “Not Riding PM Bus Route.” If absent for both routes, please submit twice.
- Request an “extra route” via **Permission Slips** – this is for one-way AM passengers who need service in the afternoon. The request will only be accepted if space is available; extra routes are billed at the end of the month via FACTS.
- Open the **Map** to view the realtime location of the bus and a student’s status as “on board” or “not on board.”
- Use the **Inbox** feature to communicate directly with Mr. Broach regarding transportation (e.g. requesting transportation on a different route, special requests, etc).
- Update contact information via **Settings**.
- View student route enrollments via the Children tab.

## General Policies and Procedures

### Absences

If your child plans to be absent from the bus, **please submit the notification via the Permission Slips feature of the Cariina Parent app**. Please remember to also contact the school office if the student will be absent from or tardy to school.

### Tardiness

The bus must depart all locations on schedule and cannot wait for tardy students longer than the scheduled time. At no point will the driver turn around for students who are late. Furthermore, after departure from the scheduled location, the bus cannot stop along the route or the roadway to accept tardy students.

**MORNINGS:** We advise that students be ready to board the bus at the scheduled **boarding time**, not the departure time.

### Participation in School Activities

For those students participating in school activities or athletics, parents should submit the date(s) of absence via the **Cariina parent app** via **Permission Slips**. Note: multiple dates may be selected via the app. If there are any changes to this schedule, a parent should contact the bus driver by phone or cancel the permission slip prior to the route.

### Central Detention

Students who are required to serve a Central Detention for disciplinary reasons must inform the Dean of Students that they participate in the bus program. Arrangements will be made for bus passengers so that they do not miss the afternoon bus departure. However, participation in the bus program does not lessen a student's responsibility to fulfill disciplinary consequences.

### Leaving Campus

For safety and security reasons, we strongly recommend that students remain on campus from the time of school dismissal until the scheduled bus departure.

### Personal Belongings

Students are responsible for their personal belongings on the bus. No personal items are to be left or stored on the bus. **Drivers and school personnel will not open buses during the school day to retrieve items left behind.**

### Emergency or Unexpected Changes

If for some reason an unexpected change in schedule occurs, please contact the bus driver by calling the bus cellular telephone number or contact the school office.



## Decorum

Students must adhere to all Bishop Kenny policies and the student code of conduct while riding the bus and at the pick-up/drop-off locations. The following specific guidelines must be followed by all bus passengers to ensure the safety of the bus and its riders:

- ✓ Students must show respect to the driver at all times and should show respect for fellow students while riding the bus;
- ✓ Students must remain seated at all times **[Safety]**. Drivers may assign seats as necessary;
- ✓ Students are allowed to talk, however, they must keep their voices low so as not to distract the driver;
- ✓ Horseplay or other inappropriate behavior will not be tolerated on the bus **[Safety]**;
- ✓ Small snack items (i.e. breakfast bars, etc.) and bottled water are allowed on the bus. However, if food, drink, and/or debris are left on the bus or if there is a problem with this policy, the privilege may be modified or revoked at the discretion of the driver;
- ✓ Students are responsible for the cleanliness of their seat areas and must dispose of trash upon each departure from the bus;
- ✓ Students may not throw or toss items to one another and must keep all personal items with them at all times **[Safety]**. Students will be instructed on how to secure their personal belongings safely to prevent any mishaps should the bus have to make a sudden stop;
- ✓ Students may not communicate with any person or vehicle outside of the bus **[Safety]**.
- ✓ Students may not open the windows on the bus **[Safety]**.
- ✓ Students may not tamper with or attempt to operate any equipment or controls on the bus.
- ✓ The **Bishop Kenny dress code** remains in effect on the bus and at pick-up/drop-off locations.

Note: All buses are equipped with a video surveillance system.

## Disciplinary Action

Any student who violates the Bishop Kenny Code of Conduct or the policies of the Bus Transportation Program will receive disciplinary consequences. Any infraction will result in a referral to the Dean of Students. **Safety violations will result in a Saturday School upon the first offense or may result in more serious consequences depending on the nature of the offense.**

Continued conduct violations, especially those that endanger the safety of the bus and its occupants, will result in either a suspension from the bus and/or expulsion from the program and termination of the transportation contract. The Administration reserves the right to invoke this policy as necessary.

## Safety and Emergency Procedures

Each student will be instructed on bus safety and emergency procedures. Fire exits are clearly marked and their operation will be demonstrated to all students. Furthermore, an emergency evacuation drill and overview of emergency procedures will be conducted twice during the school year, once per semester.

It is the responsibility of each student riding the bus to ensure personal safety, as well as the safety of others. This is accomplished by adhering to all rules and regulations as well as abiding by the bus safety procedures. Violations of specific safety procedures as described in this handbook will result in a Saturday School.

Should there be any emergency, the Bus Transportation Program has specific procedures in place to ensure the safety and security of each student.

## Contact and Emergency Information for Students

Parents are responsible for supplying Bishop Kenny High School with any changes to the following information that is kept on file and information that is necessary for emergency and safety purposes:

- Contact Information, including telephone number changes (please provide as many contact numbers as possible, i.e. home, work, cellular);
- Medical or Health changes;
- Authorized adults designated to claim a student;
- Student cell phone numbers\*

\*Student and parent cell phone numbers are requested so that they may be kept on file in case of an emergency change of schedule (i.e. bus mechanical problems). Student cell phone numbers will be automatically enrolled in our Remind text alert service.

## Student Parking

Those students who wish to park at any of our pick-up/drop-off locations **must** first obtain permission from the individual parish or school. **Parking privileges are not guaranteed and are at the sole discretion of the school or parish.**

**Private / Commercial Parking Locations** – *It is recommended that students do not park personal vehicles at these locations as they are not affiliated with our Diocese. Vehicles left at these locations are subject to fines or towing by the owners of the commercial facilities.*

**Fernandina Beach Location:** Any unauthorized vehicle parked at this location will be towed. To gain authorization to park a vehicle here, the parent must submit the make, model, license plate number and owner's name to Mr. Broach **prior to August 1**. This information must be sent to the owner of the property who has sole discretion of whether or not to authorize these vehicles to park on site.

The same rules and regulations for student parking at Bishop Kenny, as specified in the school's parent-student handbook, will apply at Diocesan locations if parking is approved.

## Policy and Procedural Changes

The Administration of Bishop Kenny High School reserves the right to modify, replace, add, or subtract from the policies and procedures documented herein. Furthermore, any such changes may be made at any time during the school year and when deemed necessary and appropriate by the Administration.