



SCHOOL BUS

School Transportation Guide for Families

1. General Information

School bus transportation is coordinated by the **NYC Department of Education Office of Pupil Transportation (OPT)**, in partnership with private bus companies.

- Eligibility is determined by **student's age, grade, and distance from home to school**.
- Students with an **IEP may qualify for curb-to-school** (door-to-door) service.
- Students who are not bus-eligible receive a **free Metro/OMNY card** for public transit.

2. Eligibility Chart

Grade	< 0.5 mile	0.5 – 1 mile	1 – 1.5 miles	≥ 1.5 miles
K – 2	✗ Not Eligible	Bus or MetroCard	Bus or MetroCard	Bus or MetroCard
3 – 6	✗ Not Eligible	MetroCard only	Bus or MetroCard	Bus or MetroCard
7 – 8	✗ Not Eligible	MetroCard only	MetroCard only	MetroCard only

Exceptions

Eligibility may be modified for students with:

- Medical or disability needs
- Temporary housing
- Foster care
- Joint custody
- Victim of a crime or order of protection

3. Bus Behavior Rules

For the safety of all students, every rider is expected to:

- Remain seated at all times.
- Speak in a low voice and show respect to the driver and other students.
- Not eat or drink on the bus.
- Keep hands, feet, and belongings inside the bus.

Consequences for Misconduct:

- Verbal warning from the driver and report to the school.
- Parent/guardian notification.
- Temporary suspension of bus privileges.
- Extended suspension of bus service for serious or repeated incidents.



4. Who to Call?



OWNCS	For route assignment and general transportation info.	If your child has a change of address or needs accommodations.	To report student behavior concerns on the bus.
The Bus Company	If the bus is running late or does not arrive.	To confirm pick-up and drop-off times.	If the student forgot any personal items on the bus.
OPT (Office of Pupil Transportation) Phone: 718-392-8855	To file a complaint against the bus company or driver.	To file a complaint against the bus company or driver.	To report a safety concern or an accident.

5. Contact Information

Assigned Bus Companies:

- Logan Bus: **718-738-7373**
- Allied Transit: **718-485-8002**
- Grandpa's Bus: **718-276-7100**

OPT (Office of Pupil Transportation):

- **718-392-8855**

OWNCS

- OWN 1 Astoria ES: **718-392-3405**
- OWN 1 Astoria MS: **718-274-2902**
- OWN 2 Howard Beach: **347-390-3290**
- OWN 3 Corona: **347-639-1300**

6. Safety

- All schools must conduct **3 school bus safety drills** each year (September, November, and March).
- Parents must keep **emergency contact** information up to date.
- Students should arrive a few minutes early to the bus stop—**buses cannot wait.**

7. Frequently Asked Questions

Why is my bus late?

Traffic and mechanical issues are common. Please allow 10–15 minutes before calling the bus company.

What if my bus does not arrive in the morning?

Call the bus company directly. If your child misses the bus for 5 consecutive days, you must call the company to resume service.

Is my child with an IEP eligible for door-to-door service?

Yes, if it is included on their IEP or supported by medical/disability needs.

How do I request a bus stop change?

Contact your school's transportation coordinator.

Where do I get information about MetroCards/OMNY cards?

Ask at your school office or contact the transportation coordinator.





School Bus Agreement

Each student's safety is of great importance and top priority to us, as we are sure it is to you. OWNCS recognizes the importance of a partnership between the Office of Pupil Transportation (OPT), parents, and students to provide a safe environment for transportation on our buses. For more transportation information, visit the **Office of Pupil Transportation OPT**.

Therefore, it is essential to note that riding the school bus is **a privilege, not a right**. For that reason, students are expected to abide by the following school bus rules and regulations:

- Students must follow all bus safety procedures.
- Students must board and exit the bus properly.
- Students must take their assigned seats immediately and remain in their seats with seat belts at all times.
- Students must be polite to the bus driver, following all requests promptly and politely.
- Students must follow all instructions given by the bus driver.
- No standing or walking around the bus when the bus is in motion.
- There will be no tampering with bus equipment, doors, windows, gears, etc., at any time. Especially when waiting for departure.
- There will be no moving or touching of anyone else's property.
- Students must be polite to one another. Bullying will not be tolerated (verbal, physical, cyber).
- The bus driver reserves the right to move a student's seat if that student is acting in a disruptive manner.
- The following behaviors will not be tolerated:
 - Throwing objects outside/inside the bus.
 - Eating, drinking, or gum chewing. Pranks directed at students, bus drivers, or emergency authorities.
 - Fighting, tripping, shoving, cursing, yelling, or shouting. Students must follow the student code of conduct as described in the school's student code.

When a student chooses to deviate from appropriate behavior, the steps for consequences will be as follows:

- First Violation: The student will receive a warning, which will include a phone call home to the parent or guardian by school personnel or the bus driver.
- Second Violation: The student will be suspended from bus privileges for two school days.
- Third Violation: The student will be suspended from bus privileges for five school days.
- Fourth Violation: We will hold a meeting with the parents to decide whether the child can continue to have bus privileges.)

Note: Students are required to attend school on days when the bus is out of service. Absences due to bus suspension won't be excused. Parents are responsible for making sure their child attends school on these days. Any violations will start on the first day the student uses the school bus. This includes breaches from previous years.