

November 20, 2019

Dear Pingry Families,

As winter approaches, this letter is intended to provide information about how inclement weather may impact bussing schedules for Pingry students in a variety of possible scenarios. Please note that much of the information contained in this letter articulates policies that have already been in place. In light of my new role as the School's Transportation Coordinator, I want to ensure that you are aware of these policies, and promise to communicate with you regularly as any new information arises.

First, know that, in the event of inclement weather, if Pingry announces any change to the normal school day, we immediately begin working with bussing providers individually to make every attempt to ensure continued service. Bussing providers who serve Pingry students are also notified through our emergency alert system, the same system used to communicate with Pingry families.

### **DISTRICT-RUN ROUTES**

While Pingry has no control over district-run bussing (MCESC, UCESC, and Millburn), we maintain close communication with them. We have provided them with contact information for the family of every rider so that, in the event of a schedule change, they will communicate with you directly.

### **PARENT-RUN ROUTES**

The four parent-run routes currently in operation—for Summit, Morristown, South Orange/West Orange/Maplewood, and New Vernon/Harding—follow the same policies as the group-stop routes listed below.

### **PINGRY GROUP-STOP ROUTES (including the Intercampus Shuttle)**

[Thanks to our new group-stop bussing program](#), we are able to implement change much more efficiently than before. Below are detailed protocols in the event of a change to the normal school day. Please note that families will be notified by Pingry if any of these scenarios transpire; we also encourage you to pay attention to closing and delay announcements in your home district.

#### ***Delayed Opening***

In the event that **Pingry announces a delayed opening** (10:30 a.m. on the Basking Ridge Campus and 10:15 a.m. on the Short Hills Campus), routes will run on a two-hour delay. For example, if you are usually picked up at 7:25 a.m. at your stop location, on a delayed opening you will be picked up at 9:25 a.m.

In the unlikely event that a **district in which Pingry has a group-stop location announces a delayed opening, but Pingry's schedule remains *unchanged***, the entire route will run on a delay. (It is standard practice in the bussing industry not to operate a vehicle through a town that has announced a delay or closure due to poor road conditions.) For example, if you are usually

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131 Martinsville Road, Basking Ridge, NJ 07920  
phone 908-647-5555

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phone 973-379-4550



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picked up at a stop location in Livingston at 7:00 a.m. but Livingston's School District has announced a delayed opening, you will instead be picked up at 9:00 a.m. All subsequent stops along the route, regardless of whether or not other districts have announced a delay, will move back by two hours. Students arriving to school late will, of course, not be penalized, and I will provide Pingry's Registrar with a list of all late students.

### ***Early Dismissal***

In the event that **Pingry announces an early dismissal**, all bussing providers who serve Pingry students are immediately notified of the change and we will do everything within our power to facilitate busses arriving at Pingry as close to the time of dismissal as possible. Parents should feel free to reach out to me for bus departure details if you wish to know what time to pick up your child from their stop location.

In the event that a **district in which Pingry has a group-stop location announces an early dismissal, but Pingry's schedule remains *unchanged***, the route schedule will not be impacted.

### ***School Closure***

In the event that **Pingry announces a school closure**, all on- and off-campus activities will be cancelled and busses will not run. Enjoy the day!

In the event that a **district in which Pingry has a group-stop location announces a school closure, but Pingry's schedule remains *unchanged***, busses will not enter that district, but will continue to serve all other open districts along their routes. Families in the closed district are invited to bring their children to another stop along their designated route.

Please note that Pingry's decision to make a weather-related or other unscheduled change to the school day is a complicated one, and bussing is just one of several important factors considered in that process. We recognize that a decision to delay or close school may be inconvenient for families, but we hope that this communication helps to contextualize the landscape and inform you of what to expect. Please don't hesitate to reach out should you have any questions.

Sincerely,

Laura Hassert

Transportation Coordinator and Camp Registrar

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Pingry Transportation 908-647-5555 ext. 1258

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