

**Coventry Board of Education  
Coventry, CT  
Transportation Committee - Minutes  
Meeting of Wednesday, August 3, 2011  
Administration Building Conference Room**

Members Present: Mark Malcolm, Transportation Committee Chair  
John Barrett, Transportation Committee Member

Also Present: Troy Hopkins, Principal of GH Robertson School  
Greg Blackstone, Business Manager  
Stephenie Greenleaf, Coordinator, M & J Bus, Inc.

**I. Call to Order**

The meeting was called to order at 7:02 pm by M. Malcolm.

**II. Audience of Citizens**

There was none.

**III. 2011-2012 Bus Route Presentation**

G. Blackstone stated the bus routes this year are virtually identical to last year with minimum changes due to upward movement of grades. Ms. Greenleaf stated many of the fifth graders moving up have older siblings so the stops are the same. J. Barrett asked if the route modification last year going up Route 6 worked. Ms. Greenleaf answered it worked well. She stated the driver was making right hand turns and the time of day coincided well with commuters. J. Barrett asked if there were any complaints. Mr. Hopkins stated there was a request from a citizen for an additional stop on Skyview. He stated the intersection of Dunn Road and Skyview Drive is really busy and there are many young children. The committee discussed and agreed that an additional stop for the K-5 route should be added on Skyview Drive, bus 8, and the bus will stop once half way down Skyview Drive.

**IV. Vote to Approve Bus Routes**

**MOTION: Approve Bus Routes as amended with Skyview Drive**  
**By: J. Barrett                      Seconded: M. Malcolm**  
**Result: Motion passed unanimously.**

**MOTION: To add to the agenda an introduction of information from Mr. Hopkins regarding a new Bus Stop Release Form.**  
**By: J. Barrett                      Seconded: M. Malcolm**  
**Result: Motion passed unanimously.**

## V. Discussion of Student Bus Stop Release Form

Mr. Hopkins handed out a draft Student Bus Stop Release Form he is proposing to the committee and reviewed the form. J. Barrett asked where the form originated. Mr. Hopkins answered he obtained the form from the Tolland School System and revised it. He stated the situation he is trying to correct is when no one is available to meet students coming off the bus. Mr. Hopkins said in the past there have been verbal agreements between bus drivers and parents on who can and cannot be dropped off if there is no one to meet the student. He said this form will create a record on what to do especially when substitute bus drivers are involved. Ms. Greenleaf stated she has a binder that she uses to keep track of who can and cannot be dropped off alone. She said the bus drivers have lists of the students and the drop off information can be added to the lists. J. Barrett suggested the form be placed on the internet and available for parents to download.

**MOTION: To present the Student Bus Stop Release Form to the Board of Education for their approval.**

**By: J. Barrett**

**Seconded: M. Malcolm**

**Discussion:** M. Malcolm will ask Ms. Michaud to place this item on the agenda under Report of Board Members at the next Board of Education meeting

**Result: Motion passed unanimously.**

## VI. Adjournment

**MOTION: To adjourn at 7:20 p.m.**

**By: J. Barrett**

**Seconded: M. Malcolm**

**Result: Motion passed unanimously.**

Respectfully Submitted,

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Terri Lessard  
Board Clerk