

## **STUDENT TRANSPORTATION BUS ASSIGNMENTS/PICK-UP/DROP OFF TIMES**

This memo is to inform you of the bus assignment and approximate pickup time for your child(ren). Bus service will be effect as of opening day of school on **8/24/2022**. Please be aware that the time of pickup is subject to change pending on any late additions or deletions between now and opening day of school.

During the course of the year, if your child(ren) will not be riding, we would appreciate you calling the bus barn at **272-6860** between 6:00-6:15 a.m. to notify the driver. Please leave a message on the answering machine if there is no answer.

Bus loading and unloading will take place at the front of the school. Parents dropping off or picking up students should use the front of the school.

In order to maximize student safety when utilizing our transportation system, the outlined administrative procedures are in place:

1. **All students (K-12) need a written note from their parent/guardian to ride the bus if they are not listed on a transportation route. Students without a written note will not be allowed to ride the bus. Parent/Guardian phone calls are not sufficient to make a transportation request.**

Procedure/Example: If a student wishes to make a transportation change (ride home with a friend, etc.) he/she must have a note from their parent/guardian in order to do so.

Elementary: The note must be presented to the classroom teacher and then taken to the office where copies will be made for the teacher and bus driver.

MS/HS: Students will bring their note to the office where copies will be made for the bus driver.

The original notes will be placed on file in the office.

2. Upon bus drop off, your child **must be 4<sup>th</sup> grade and/or above** to be dropped off without a parent being present at the stop. Otherwise, a parent must be present or the student must have access into their residence before the bus is to leave the student. If there is no visual confirmation of the child entering the residence or a parent present, the child will be asked to return to the school on the bus unless other arrangements have been made by the parent/guardian in writing with the school district. If the student is asked to board back on the bus, the bus driver will radio the message to the office and the office staff will then contact the parent/guardian for student pick up.

It is the intent of the district to be as flexible as possible and serve all of the transportation needs of our constituents; however, we want to take every precaution to ensure the safety of our students.

Other instructions:

Address: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_