



Pupil Transportation Branch, Michael Dresch, Director

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Swing Space, First Time Rider

Process

“Deviated Stop Request” form for childcare service must be completed and submitted to either the school office or Pupil Transportation Department.

Forms must be submitted by May 31st to insure routing on the first day of school. Forms submitted after that time might have to wait for the Sept 1st re-route if major changes have to be made to a route.

Parent notification is via postcard prior to school opening and then with re-route if changes are more than 5 minutes.

Address changes must be made at the school and are downloaded nightly into our program.

At the Stop

Wait in the proper location (Designated Place of Safety)

Be at stop 10 minutes prior to scheduled time and wait at least 10 minutes past.

Special needs and kindergarten students must be met at stop in the PM by adult.

Driver can't spend time at stop discussing problems, etc. Need to call the bus company and/or school to discuss issues. Principal is responsible for administration of discipline.

Safe riding practices. Promptly go to seat and sit down. Stay seated facing forward. No loud talking or yelling. Keep hands to self. Stay 10 feet away from bus exterior. Keep all body parts inside bus.

Late bus? Contact company as they can check on current location and approximate arrival time.