

## FORT LORAMIE SCHOOL DISTRICT BUSSING PROCEDURES

**These procedures are made to ensure the safety of all students and to reduce the possibility of errors.**

Because we need to allow bus drivers the opportunity to learn their routes, there will be no changes for any reason to bus routes between August 16 - September 6, 2016. The last day to make any changes in bussing before the beginning of the 2016/2017 school year will be Monday, August 15, 2016.

All bus requests are required to provide a 48 hour notice. In all cases, 48 hour notice excludes weekends and days when school is not in session. **EXCEPTION:** If your child is in Destination Imagination, Kids Korus or will be getting tutored after school, etc., please just send in a note the day of with the dates. We will not require 48 hours' notice.

All parents will need to establish one pick up and/or one drop off address for their child/children. This means each day your child will get on the bus at one stop and get dropped off at one stop. Even though the pick-up and drop off address must be the same every day of the week, they can be different from each other. You may request your child be picked up at home, but be dropped off at the babysitter. Parents won't be permitted to provide the driver with an inconsistent work schedule and request that their child get picked up and dropped off at a different location depending on the day of the week. Schedules must be consistent every day, allowing no daily changes. See details/examples below.

1. We will arrange for your child(ren) to have a varied schedule as long as both an AM and PM are at that same spot and are a set schedule. Example: children picked up in AM and dropped off in PM Monday and Tuesday at home and AM pick up and PM drop off Wednesday, Thursday, Friday at the babysitters.
2. Parents that have shared parenting, with documentation on file, will be permitted to have their child picked up and dropped off at both addresses as long as both addresses are in the Fort Loramie School District. However, the schedule must be the same each week. Parents will be permitted to have an every other week arrangement for bussing as long as it is a set schedule & does not change. Also, we will permit Monday, Wednesday, & Friday AM and PM at mom's house and Tuesday & Thursday AM & PM at dad's house as long as it is a set schedule.
3. Students will not be permitted to ride home with another student on the bus or to be dropped off at another location other than their assigned drop off address. Example: A student brings a note from home stating that she/he needs to take the bus to a friend's house. Any exceptions will require 48 hour notice and approval by the Superintendent or Transportation Coordinator.
4. Students will be permitted to get on the bus at any established stop on their current bus route without a 48 hour notice. Students CANNOT get on any bus other than their assigned bus.
5. School delays will follow the following guidelines; Students will be permitted to get on the bus at another assigned stop on their own route where they will be recognized by their bus driver or if your child already has an established babysitter stop, they may be picked up there. This does not need to be cleared through the transportation department.
6. Emergency situations will allow for a change without prior approval, but will require the approval of the Superintendent or Transportation Coordinator. Building secretaries and the child's teacher are not authorized to make this decision. Some examples of an emergency situation would be an accident or a health emergency.

All bussing changes require a 48 hour notice and must be made directly to the transportation department, 937-295-3931 or e-mail [deb.westerheide@loramie.k12.oh.us](mailto:deb.westerheide@loramie.k12.oh.us). When sending by e-mail the 48 hours will start after you receive confirmation of the change. Notes/phone calls to a teacher, building secretaries or bus driver requesting a change cannot be granted.

All final decisions on transportation requests rest with the Superintendent or Transportation Coordinator. Please read the Questions & Answers section below to assist you in understanding the bussing procedures within the district.

## QUESTIONS & ANSWERS

**I forgot to let the transportation department know that I had changed babysitters this year. The bus will be stopping at the babysitter's house. May I request a bussing change to start on the first day of school?** Yes, but this change will need a 48 hour notice and will need Superintendent or Transportation Coordinator approval.

**Can my children be picked up in the AM every day at our residence and be dropped off 3 days a week at the babysitter and the other 2 days dropped off at our residence?** Yes to AM as it is the same pick up point. No to PM as they must have the same PM drop off point every day.

**I will be on maternity leave, can I have my child(ren) pick up and dropped off at our residence instead of the babysitters?** Yes. Please notify us as soon as feasible.

**In the case of a school delay, I have to leave for work before the bus will be at my house to pick up my children. Can I make other bussing arrangements for only delay situations?** Yes. As stated in rule #5, your child may get on at another established stop on their route or if your child already has an established babysitter stop, they may be picked up there. We will not establish a new stop.

**On SCHEDULED EARLY RELEASE days, I will not be home from work when the bus arrives to drop off my children. Can I make other bussing arrangements for scheduled early releases –** Yes. You will need to give a 48 hour notice and it has to be one of your already established bus stops or an established babysitter stop. We will not establish a new stop.

**I am going to start a new job, and need to have my children dropped off at a babysitter after school. Will I be able to make this bussing change?** Yes. You will need to give a 48 hour notice.

**We just built a new home, but there is no bus that currently goes by our house. Can I request transportation for my child/children?** Yes. We will change bus routes for new homes, moving to a different home, or move-in situations as long as the new address is in the district. You will need to provide a 48 hour notice.

**My babysitter has a situation that makes her unavailable to watch my child for the next three days. Can I request a bus change?** Yes, but any request of this nature requires a 48 hour notice and must be on a current bus route at an already established stop. We will not establish a new stop.

**My children usually get off the bus in the PM at the babysitter, but I am going to be home for the next few days, can I have them dropped off at home instead of the babysitters?** If your home residence is not a regular stop on the route in the PM, and it is a different bus route, then **No as this is not an established stop.** Even though the bus may stop in the AM. The AM and PM route sheets are different due to student's different AM & PM schedules.

**My Child has Destination Imagination and/or Tutoring after school, do I need to send in a note 48 hours in advance?**

No, please just send in a note the day of. Example: If they have practice after school on Tuesday, please send in a note Tuesday morning.

**My Child has Kids Korus after school, do I need to send in a note 48 hours in advance?**

No, please just send in a note the first day of practice letting the office know they are in Kids Korus. They have a set practice schedule, so just the first day will be fine.

**We will still be having the Town Courtesy stops.**

All town stops are courtesy stops. We do not keep track of who gets on or off at these stops. However, if your child usually rides a regular bus route and they want to go to a courtesy stop, this will require 48 hours' notice. This is necessary as it will indicate to the bus driver that this student is on or off their bus.

**Please indicate on the form which Courtesy stop you will be using.**

Courtesy town bus stops are currently; South Main-East Side (near 59 S. Main), South Main-West Side (near 76 S. Main), Ft. Loramie Day Care, Oakwood (near Wabash & Miami), Stadium (near 255 Stadium), Greenback (400 Greenback), Monterey (near 260 Monterey), Hickory (near 75 Hickory), and Elizabeth Court (at 545 Elizabeth Ct.).

**These are subject to change.**