

Dear Parent/Guardian,

Transportation is gathering information for the upcoming school year here are a few ways in which you can help:

Each year we ask that you complete a Student Transportation Information Form. This form is necessary to ensure that we have the most accurate information while we work on bus routes for the next school year. The form should be completed whether or not your student(s) will ride the school bus and indicate whether or not a ride is needed. The form is available in the school office or on the website at [www.oakridgeschools.org](http://www.oakridgeschools.org), Our District, Transportation, Transportation Form.

The Student Transportation form must be returned by June 30 to the school office or returned to the bus driver for arrangements to be in place for the start of the next school year. Please call transportation at 231-865-3196 press 1, if you have changes that occur over the summer or complete a new transportation form and return it to the Administration office.

A student is allowed one designated pick up location and one designated drop off location. This arrangement must be on a regularly scheduled Mon. – Fri. basis. Students must board and exit the bus at their assigned bus stop only.

If your student(s) will need transportation to or from a daycare provider or location other than home, please complete that section of the transportation form. (Reminder: one pick up location and one drop off location per student).

Bus stop locations and routes are reviewed each year. This might mean that bus stop locations and bus routes are changed to be more efficient and fiscally responsible. Bus stop locations are established in accordance with State and Federal laws, school board policies, guidelines, and best practices. Bus information for the next school year will be mailed or available during class schedule pick up at the school.

**Parent Responsibilities:**

- Assure your child arrives at the correct bus stop 10 minutes prior to bus arrival time ready to board the bus and not waiting in a vehicle or doorway of a house.
- Provide necessary protection for your child when going to and from bus stop and while at bus stop.
- Accept responsibility for proper conduct of your child while riding the bus.
- Make sure students are dressed for the weather while waiting at the bus stop.
- Explain and show your child different routes to and from your home as the bus may not travel the same route that you take.

On delayed start days the bus will arrive approximately one (1) hour later than normally scheduled.

Buses may not travel into every subdivision and students might be required to walk further to a bus stop. There will be more students per bus, which may require three students per seat. Please remind your student about appropriate bus behavior and to be courteous and move over to make room for another student in the seat. Three students per seat is in accordance with the manufacturer's rated seating capacity.

Due to higher ridership on many of our buses, the District will no longer issue passes to students allowing them to ride a bus other than the one currently scheduled. This is for the safety of our riders and will ensure each student has a seat on his/her scheduled bus.

It is important that we work together to provide students with a safe environment at all times.

Respectfully,

Becki Shackles  
Director of Transportation