



Dear Parents,

We would like for you to take this opportunity to review the transportation rules. The school regulates the rules regarding the transporting of students. Some of these rules are as follows:

1. Designated Bus Stop:
Each student is assigned a designated bus stop. Students may enter and exit the school bus ONLY at their designated stop unless a bus pass is provided to the driver upon entering the bus. Notes from parents to the bus driver are not bus passes. Your student may receive a citation/warning if he/she attempts to enter or exit at an unassigned bus stop without a bus pass. Parents must contact the school to get a bus pass.
2. Bus Passes:
If for any reason your student needs to ride a bus other than his or her designated bus, he/she will need a bus pass from the **school office** before he/she boards the bus. A written note or phone call from a parent or guardian to the **school office** is required for the student to receive a bus pass. **This includes students that spend the night at a relatives house and need to board the bus in the morning.**
3. Bus Stop:
Please have your student at the stop **at least 5 minutes before** the scheduled bus arrival time. Parents can track the bus using the GPS facility on the school app. **Students must stay five feet back from the bus stop until the door opens.**
4. Pick up of Students:
All students must be met by a parent or a designated person(over the age of 18), on the students bus stop to be released at his or her bus stop. No exceptions! If the parent or designated person is not at the bus stop, the student will be returned to the school.
5. Behavior:
Students are expected to behave in a safe and controlled manner. Students that misbehave may be issued a warning and can receive time off the bus.
6. Route Numbers:
The transportation department has set up your home to school transportation using a routing system. **All route numbers are located above the entryway door at the front of the bus.** Buses are subject to change at any time without notice; please do not use the number of the bus as the only reference, be sure to **check the route number above the door.**
7. Students found to be in violation of the school bus conduct rules shall be subject to discipline in accordance with school policy and regulation.

Any questions or concerns may be directed to the transportation department at 8192003903 or school enquiry numbers 881012233/8810199333

Sincerely,
Transport Manager