

# WAWASEE TRANSPORTATION GUIDELINES

Use the online transportation form to request or change transportation OR print and send the printable version on the transportation website.

It is important to remember that school bus transportation is a bus service, not a taxi service. Bus stops are designed for safety and efficiency. Safety walking to and from the bus stop and while waiting at the bus stop is a parent and student responsibility.

Students are expected to be at designated pick-up points five (5) minutes prior to the published stop time. Bus times may vary. Allow five (5) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation office.

Students eligible for transportation may be transported to one am location and delivered to one pm location. If an additional alternative am and/or pm location is needed, the schedule must be consistent and approved by transportation. Unknown schedules are not safe.

Therefore, if your schedule changes rather than changing transportation for one or two days, plan to go to the original site to drop-off or pick-up your child.

## **Scheduling:**

- Schedule all permanent transportation plans using a transportation school bus request form.
- All transportation plans must be scheduled and documented with the transportation department.
- Students will not be permitted to ride unassigned buses for any reason other than emergency.
- Students will ride only their assigned school bus and will board and depart from the bus at assigned bus stops.
- Elementary and middle school student transportation plans will be based on their previous year plan unless a change is submitted to the transportation office.

## **Picking-up your child from school:**

If, at any time, a parent wishes to pick-up their student rather than having them ride the bus, arrangements can be made with the school office no later than 12 noon. Otherwise, the parent must make plans to pick-up the student from the regularly assigned bus stop. The office reserves the right to ensure the caller has the authority to make changes and pick-up the student.

## **New requests/changes:**

- Requests for a permanent change in transportation will become effective only after approval and adequate time has been given to properly notify all persons concerned. Changes may take a few days to implement.
- Same day/last minute transportation changes are not accepted. The parent/guardian must decide to meet or arrange for someone else to meet the child at his/her regularly scheduled bus stop, except for emergency situations.

## **Emergency schedule changes:**

In the unfortunate event of a family emergency, an exception may be made for a transportation change. However, this is only in the event of an emergency. The change must be approved by the

# WAWASEE TRANSPORTATION GUIDELINES

school principal and the transportation department. A pass signed by the principal or transportation director will be issued to the student to be given to the bus driver.

## **Get-togethers/Parties/Group Events:**

Although we encourage our students to socialize outside of the school setting, transportation for these events to/from school will not be available by school bus. Students will only be allowed to ride their normal bus. With this new plan, please make arrangements for parent/guardian to transport either to or from school depending on the activity. This will help alleviate overcrowding on our buses and provide increased safety for all involved parties.

## **QUESTIONS AND ANSWERS**

### **Q: Can I call the office to change my student from a bus rider to a parent pick-up or walker?**

**A:** Yes, any parent who chooses to pick-up or have their student walk can call the school before 12 noon. Allow enough time for the office to locate the student to relay the message. The office reserves the right to verify the identity of the caller. However, if the student boards the bus, the parent must go to the designated stop to get the student.

### **Q: May my student have more than one pick up / drop off location?**

**A:** Varied or unknown schedules involving multiple locations are discouraged as they are a safety risk and may cause confusion for the student, school, and driver. If an alternate AM and /or PM is absolutely necessary, an alternate location request form must be submitted for approval by transportation. This process may take a few days to complete. It is the responsibility of the parent/guardian and student to know their individual schedule.

### **Q: Why have these changes been implemented?**

**A:** For the safety of all students.

To avoid multiple phone calls and notes to the school office and teachers during the school day and at the last minute.

To prevent students from experiencing the stress of not knowing their schedule and riding the wrong bus. These events are also stressful for parents, drivers, and staff.

To provide consistency and efficiency in school bus routes which reduces costs and allows Wawasee Transportation to continue to provide extracurricular travel at no cost to the students.

The Wawasee Transportation phone number is (574) 457-3188.

Thank you for your assistance and understanding with the above adjustments as we work to keep your children safe every day!