

Dear Parent/Guardian,

In an effort to provide increased safety in the transportation of our students to and from school, Wawasee Community School Corporation would like to communicate some modifications to enhance our transportation services. The following changes will go into effect for the upcoming 2019/2020 school year. We are looking forward to a safe year and are excited about our opportunity to better serve the families of our school community. Student safety is always our number one priority.

1. **Single/Regular Transportation:** A transportation form will be filled out by the parent/guardian each year for each student. Each student will be allowed a single pick-up address in the morning and a single drop-off address in the afternoon. For example: A student may be picked up at a babysitter's in the morning and dropped off in the afternoon at grandma's house. 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.
2. **Pick-ups:** If a parent/guardian calls to have their child picked up after school, rather than riding the bus as normal, the call has to be made to the school prior to 12:00 noon that same day.
3. **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.
4. **Emergencies:** 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 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.
5. **New Requests/Changes:** New requests for busing or changes to a current busing plan must be submitted through the school office and approved by transportation. The new request/change may take a few days, depending on how the bus route is affected.

We would like to thank you for helping to make Wawasee's transportation system as safe as possible and look forward to starting the 2019/2020 school year. Please see our updated website for more information and bus safety tips.

Mike Snavley  
Director of Transportation  
Wawasee Community School Corporation