

Busing Procedures

Requesting Bus Transportation

Prior to start of the school year, parents wishing bus transportation must complete the Application for Bus Transportation Form available from the Business office. Please refer to bus line options to determine which bus to request:

Completed form must be submitted to the Bus Coordinator in Business Office well in advance of need for bus service.

Students will be permitted to board and exit bus only at sites authorized according to the Bus Application Form.

Should student's address change, or student need to change bus for some reason, parents need to notify the Bus Coordinator in writing prior to the need for a new pick-up or drop-off site. Parents need to submit the application form to transfer to a different bus.

Pick-Up and Drop-Off Procedures

Students need to be on time at designated bus stop. Drivers are not permitted to wait for late arrivals. The Bus Coordinator will notify parents by text message regarding when a student must be waiting at the pick-up site. Should a student miss the bus, the parent will need to arrange a transportation to school that day. When students exit the bus upon arrival at school, students must proceed directly to the school building. Students must not remain in the driveway. On good weather days, students will remain outside the building until 8:25 am. In event of inclement weather, students will be directed by teachers to a dry location.

School buses will leave school promptly at 3:10 pm. On days when students participate in after school activities, buses will leave promptly at 4:30 pm. Should a student miss the bus departure, the parent will need to arrange the student's transportation from school.