



# MEMO

**FROM:** Jeri Moody, Director of Transportation

**DATE:** Monday, August 29, 2011

**RE:** Bus Run Assignments & Bus Stop Time

It is the policy of the Yale Public School District to provide safe, courteous, and regular transportation services with bus routes established by the School District and approved by the State of Michigan. The primary purpose of the transportation system is to support the educational mission of the district by transporting eligible students to and from school.

Riding a bus shall be considered a privilege to be enjoyed by a student only as long as he or she accepts responsibility for his or her own conduct. Student passengers are required to follow all policies and regulations, and to promptly respond to the directions and requests of the bus driver. Riding a bus shall not be considered a personal "taxi" service, i.e., **most school bus riders may find it necessary to walk some distance to the designated bus stop, your cooperation in regards to this matter will be greatly appreciated due to the increased cost in fuel and parts.**

Please be at your designated bus stop at least 10 minutes before your scheduled pick-up time. We cannot wait for late students, as it would be unfair to make everyone on the bus late for school. **Please remember these times are estimated.** It will take the first couple of weeks of school to make adjustments. Please also be aware that we are not allowed to drop anyone off at any other stop than his or her designated stop.

Example:

<u>Grade</u>	<u>Name</u>	<u>AM Bus Rte</u>	<u>Time</u>	<u>Stop Location</u>	<u>PM Bus Rte</u>	<u>Stop Location</u>	<u>Time</u>
01	John Doe	Avo 1 PU	7:50 am	address of stop	Avo 1 TH	address of stop	3:50pm

<u>Grade</u>	<u>Name</u>	<u>AM Bus Rte</u>	<u>Time</u>	<u>Stop Location</u>	<u>PM Bus Rte</u>	<u>Stop Location</u>	<u>Time</u>
07	John Doe	Jr-Hs 1 PU	7:50 am	address of stop	Jr-Hs 1 TH	address of stop	3:50pm

All students are assigned to the same bus route and driver if they are using the same address for pick up and take home stops.

Your child/children will not have a bus assignment if:

- ❖ they are within the city limits of Yale, village limits of Avoca and Emmett (they are considered walkers)
- ❖ if they are in district school of choice students
- ❖ if they are out of district school of choice students
- ❖ if they did not ride a bus the last year
- ❖ if you enrolled your children after August 26, 2011, your child/children will not have transportation the first week of school. You must call the Bus Garage 387-3010 to make arrangements for transportation. We will do our best to get them on a bus a.s.a.p.

Please expect your: Elementary students to be home no later than 4:45 pm  
Jr. High / High School students to be home no later than 3:25 pm.

If your child(ren) does not need transportation this school year due to any of the following listed reasons, please contact the Bus Garage 387-3010 and let us know so we may remove them from the bus routes, this is a cost saving measure for our district and we appreciate your cooperation in regard to this matter.

- ❖ latchkey / daycare
- ❖ they are driving due to sports or co-op programs
- ❖ you are choosing to providing your own transportation to and from school

Thank you for your patience and cooperation, my staff and I look forward to working with you this school year.