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Bernadette Cormier, Manager
Transportation

Back to School 2014-2015

We are very pleased to welcome you to the first day of school on **Wednesday, August 27, 2014.**

Your child's bus assignment is located on the front of the envelope, on the label. Please save this assignment until the first week of school. We hope the following information will help your child to have a positive and safe experience riding the school bus.

You and your child should review the bus stop information so that both of you will know when and where s/he is to board the bus. We would also like to remind you that:

- Students should be at their bus stop five minutes before they are scheduled to board the bus.
- If a student misses his/her regular bus, it is the parent's responsibility to get the child to and from school.
- If you would like to request a bus stop change please fill out the **BUS STOP CHANGE REQUEST FORM** which will be available at your child's school on **August 27th**, or by phone at the Transportation Department. Requests will be granted based on the following eligibility criteria: within zone; beyond one and a half (1 ½) mile walk boundary; safety; available stops along an existing route; space availability. Our priority is to place all eligible students first. Processing time for **any eligible** stop request is a minimum of 5 working days.
- **If your address or school assignment information on your mailing label is not correct, please notify the Admissions Office immediately at 510-644-6504.**
- Students should board and leave the school bus only at their assigned stop. On an **occasional basis only**: if students want to get off the bus at a stop other than their own; or to bring a non-rider friend on the bus; or to go home with a friend on a bus other than their own; or to change their scheduled ride in any way: they must bring a signed note from a parent/guardian and obtain a **PUPIL TRANSPORTATION PERMISSION FORM** from the school office and have a school administrator sign it before giving it to the bus driver. Each child involved must have a signed permission form. Permission is granted on a space available basis for existing stops only. This is not a guaranteed service and is not intended as a regular service.

MORE IMPORTANT INFORMATION ON THE BACK!

First Day of School

Please have your child ride **to** school on the first day, if s/he will be taking the bus home. This helps the children become familiar with their driver, their bus and the bus stop. Also, it greatly reduces traffic congestion at the schools.

Kindergartners

A responsible adult **must** meet all Kindergarten students who ride the bus at the afternoon bus stop. **Continued failure of a parent to meet the bus could result in loss of your child's bus riding privilege.**

Parents of Kindergarten students should pin the child's name, address, phone number, bus stop and the child's classroom number (if known) to his/her outer clothing for the first two weeks of school.

Grades 1-5

Students in Grades 1-5 are **not** required to be met by an adult. Please feel free to call us with any concerns.

Bus Dismissal

Buses will leave the school approximately 8-10 minutes after dismissal. Students will arrive approximately 30-45 minutes later. Check with your child's bus driver for the actual time.

After School Care Programs

Transportation from your child's school to the after school care programs **is not a guaranteed service**. It may, at our discretion, be provided on a limited basis. To request service, the provider must submit a list of the enrolled students to Transportation. Please contact your provider if you have questions and to make sure your child is on their list.

Safety / Bus Conduct Rules / Discipline

We want all students to get to the bus stop safely and to ride the bus safely. Children should travel to the stop carefully, staying out of streets and watching for traffic at all times. At the bus stop, children should wait quietly without playing around or fighting. Please respect the neighbors.

Enclosed is a copy of **School Bus Safety Rules and other safety-related material**. The conduct rules can be found in the BUSD Parent/Student Handbook and on each schoolbus. Please review this material with your child. The safety rules posted and observed on all Berkeley school buses are designed for the protection of your children. Please discuss these rules with your child. **Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. 5 CCR 14103.** With your cooperation the bus ride will be a safe and pleasant experience for all.

School Bus Stop Sign and Flashing Amber and Red Lights / Red Light Crossing Instructions

Important safety reminder: California law requires that when you see flashing amber lights on a school bus you **must** slow down and prepare to stop. When you see the school bus stop sign and the flashing red lights, **stop until the lights stop flashing and the sign is turned off.**

If your child's bus stop requires him or her to cross the street, they must be escorted by the school bus driver. **STUDENTS WHO NEED TO CROSS THE STREET MUST NOTIFY THE BUS DRIVER PRIOR TO EXITING THE BUS.**

How to Contact Us

Please call us at **510-644-6182** or email us at **transportationdept@berkeley.net**