

SCHOOL BUS TRANSPORTATION



- Enrollment for the 2018-2019 school year is **July 27 and July 30, 2018.**
- During that time, the school will gather information about your transportation needs, please come prepared with addresses and phone numbers.

- ✓ Anyone enrolled at Timothy L Johnson Academy is eligible.
- ✓ We deliver door to door for safety.
- ✓ Morning and afternoon addresses may differ, we understand needs may be different at different times.
- ✓ The week before school, you will receive the stop times.



1. Please understand The first couple days of school will be an adjustment for everyone, so please be patient because the drivers will wait longer than normal for students.
2. Some people are still changing addresses or enrolling students the first couple weeks, by the 4th week, we would expect the routes to be running smoothly.
3. Please have your student(s) ready and waiting at the door, if not outside, by 10 minutes before the given stop time, but they can be up to 10 minutes past the stop time.
4. When the driver pulls up, they will look for some positive sign that the student is coming for about 30 seconds, then they will continue on after 1 minute, even if the door is open.
 - There are 30 stops on the route, even waiting an extra minute for each student makes everyone late by 30 minutes. Please keep this in mind.

We appreciate you and your flexibility! We look forward to seeing you in the fall!



Transportation Expectations of Students and Parents



Be on time. The majority of bus stops are at students' houses. The student should be ready 10 minutes prior to the stop time and waiting to walk out the door when the bus arrives. If the bus has to wait 2-3 minutes per child and there are at least 30 stops, that puts the bus over an hour behind. Be courteous to other riders. This is especially important when the buses are running late due to road conditions. **The driver will wait 30 seconds-1 minute then continue to the next stop.**


- **Follow the bus rules.** The bus rules are posted at the front of each bus and a copy is attached to this paper.
 - **Riding is a privilege.** The school strives to accommodate our students to the best of our ability with stops within a block of each house, adjusting stops in a timely manner and accommodating multiple changes within each school year, per student. Being respectful to the adults and other students on the bus is a must to arrive safely every day.
 - **Keep open lines of communication.** If you change phone numbers, please notify the school. When there are changes that need to be made for transportation, please call the office as soon as you are able, so we can make the adjustments for you. If the student has a new babysitter or residence, please inform the school.
 - **Changes will be made as soon as possible.** That being said, in most cases, we are not able to change stops for the following day. It may take 2-3 days to route the change due to adjusting the route, adjusting route times for other students and alerting the driver to the change.
 - **When calling in changes: please call before 1:30pm.** If the student that rides the bus in the morning needs to ride home that day and they don't normally ride the bus home. That way the teacher, student, and bus driver can be notified of the change before the end of the day. Notes can also be written in the student's planner or sent to school with the student that day as well. We understand there are times where an unexpected situation arises and we will do our best to accommodate your needs.
 - **Do not use sprays, hand sanitizer or anything with a strong smell on the bus.** Certain strong smells such as cologne, perfume, fingernail polish, hand sanitizer or permanent markers can trigger breathing issues for children on the bus. Rule of thumb: if you put on cologne or perfume, apply it 15-20 minutes prior to getting on the bus.
- Please be respectful.** When communicating with the school personnel, please be respectful and **parents do not get on the bus.** Poor language and a belligerent attitude will not be tolerated. If there is an issue that needs addressed, please call the school or state the issue to the driver in a factual manner. Students can wait until the other children are off the bus to speak with the driver in the morning or speak to the bus assistant during the route. It is best to be able to handle the situation as it happens. With so many children on the bus, it isn't possible to be aware of every situation that occurs.
- **We welcome your input to help us keep your children safe.**





SCHOOL BUS RULES:



- Keep your feet and your hands to yourself, out of the aisle.
- Talk at a **level 1**: inside voice, to your neighbor.
- Follow directions of the driver and assistant the **first** time.
- Show respect to everyone.
- Leave electronics and toys at home. 
- Do not spray anything or use hand sanitizer on the bus.
 - Strong smells can lead to breathing issues for other students.
- Stay seated on the bus during the whole ride, unless directed otherwise by the driver or assistant.
- Only use assigned stop unless a change has been approved by the principal or transportation supervisor.
- No food or drink will be consumed on the bus.
- Communicate with the bus assistant so the bus driver is not distracted while driving.
- Stay safe. Look around while exiting and entering the bus.





After hours communication for school bus riders



Sometimes, there is a need for parents or guardians to contact transportation regarding the whereabouts of their student. There are times where an adult doesn't make it to the stop before the student, weather conditions are poor, or some reason, they are getting home later than normal.

1. The first time a student doesn't have anyone to greet them at their destination, the driver will go back to the address, after the rest of the students have been delivered.
2. The second time and on, the student will be returned to the school and every effort will be made to contact an adult that can transport the student.

This is why it is VERY important to have updated phone numbers.

3. If no adult contact has been made by 6pm, further options will be explored.

- Timothy L. Johnson Academy takes phone calls 7:30 am until 4:30 pm during the school year.
 - The school's number is **260-441-8727**
- The Boys and Girls Club can be reached up until 6:00 pm during the school year.
 - The Boys and Girls Club phone number at the school is **260-705-1922**
 - They will be able to reach someone in transportation to get your question answered.

