

TRANSPORTATION INFORMATION

SAFETY FIRST!!

ALL STUDENTS MUST BE AT THE BUS STOP AND IN THEIR DESIGNATED “PLACE OF SAFETY” FIVE (5) MINUTES BEFORE THE BUS IS SCHEDULED TO ARRIVE (Ohio Administrative Code 3301-83-13), REGARDLESS OF WEATHER.

ALL STUDENTS MUST HAVE AN AUTHORIZED BUS STOP LOCATION. THEY CANNOT GET ON OR BE DISCHARGED AT A DIFFERENT STOP. If they miss the bus, you must transport them to school. Do not follow the bus and try to have your student put on or released from the bus.

If you are picking your student(s) up at school, always be on time. *Once he or she has boarded the bus, they will not be released at any other location, but the authorized stop.* No person(s) are purposely allowed to disrupt school bus transportation, (Ohio Revised Code 2909.04).

STUDENTS ATTENDING STEPHEN BELL ELEMENTARY OR IN GRADES PRE-SCHOOL THROUGH 2ND GRADE, MUST HAVE AN ADULT OR PERSON IN CHARGE OF THAT STUDENT AT THE BUS STOP.

PLEASE DO NOT PUT YOUR CHILDREN AT RISK!

TRANSPORTATION FORMS

All but one transportation form can be submitted on line. The medical release form still requires a parent signature.

Any transportation form for previous years will not carry over for the current year. This includes: Preschool and K – 12; for public, non-public, GCCC, and to any other buildings we may transport.

TRANSPORTATION CHANGE FORM

(Moving or a change from the home address or sitter)

- **Fill out your request form on line. You will not need to download or mail. Make sure you fill the form out completely. Do not leave out any information. When you have completed the form, just submit it, and all the information will be sent to us by e-mail.**
- **You will get a reply, to inform you the request has been accepted and how the transportation will take place.**

- **Only one student and school per form. i.e. One (1) elementary child, one (1) middle school child, will need two (2) separate forms.**
- **No more than two (2) addresses per student.**
- **We will notify the school building secretary.**

All students will be scheduled on a bus from his/her home address, unless this form has been filled out by August 8. After this date, requests will not be accepted until September 11.

The capacity of each bus will determine when a transportation request can be accepted. Students will not be permitted to get on a bus without this form filled out prior **(48 hours before request is needed)** written permission from the Transportation Department. First priority will be given to the resident on the scheduled bus route. The Ohio Administrative Code 3301-18 requires schools to have an assigned seat location on the bus for each student.

If at any time there is a change in the request: ex

- No longer need a sitter
- Change of a sitters address
- Moving

You **must** fill out another form and submit it to the transportation office.

If you have any questions please call my office. We will be glad to help you fill out any of the forms.

BUS ROUTES

You may notice some changes in bus routes. Routes may have fewer stops with fewer streets, (such as cul-de-sacs). As always, safety is first and most important. The Ohio Administrative Code states that pupils may walk up to one-half mile to a designated bus stop. (Ohio Administrative Code 3301-83-13) Parents can look at their student's designated bus stop starting one (1) week before the first day of school. The closer to the opening of school the more accurate the time will become. For safety reasons, routes will not be posted.

Thank you,

Beverly Wetzel
Transportation Coordinator
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