

2018-19 KEY CMS Bus Transportation Information

Rules for Assignment (NO student will be allowed to ride a CMS Bus unless the following has been completed)

- Student must be enrolled in the school they are attending, be registered in PowerSchool with a VALID address, and must be eligible for transportation.

KEY DATES FOR TRANSPORTATION SERVICE:

- Students who are enrolled in CMS **by August 1st**, have registered for transportation services, and are eligible for transportation, should have a stop for the first day of school, Monday, August 27th. (**Registered means the student has been entered in PowerSchool and/or an alternate stop has been submitted in EveryInfo by 6:00 PM on August 1st.**)
- Students who have moved, had their new address recorded in PowerSchool between **August 2nd and August 23rd**, and are eligible for transportation should have their stop in place for the **afternoon** bus ride Tuesday, August 28th. This includes new students enrolled within the dates above. (Priority is given to eligible students requesting service to and from home to school, it may take several weeks to process alternate stops/daycare stops at the beginning of the school year).
- Students who have moved, had their new address recorded in PowerSchool between **August 24th and August 28th**, and are eligible for transportation should have their stop in place for the **afternoon** bus ride on Thursday, August 30th. This includes new students enrolled within the dates above. (Priority is given to eligible students requesting service to and from home to school, it may take several weeks to process alternate stops/daycare stops at the beginning of the school year).
- Students who have moved, had their new address recorded in PowerSchool between **August 29th and August 30th**, and are eligible for transportation should have their stop in place for the **afternoon** bus ride on Tuesday, September 4th. This includes new students enrolled within the dates above. (Priority is given to eligible students requesting service to and from home to school, it may take several weeks to process alternate stops/daycare stops at the beginning of the school year).
- Students who have moved, had their new address recorded in PowerSchool on **September 1st or later**, and are eligible for transportation will have their bus stop **set by the Transportation Area office through the EveryInfo program**. Schools, transportation offices, and call center staff can access the start dates using the EveryInfo program.

Reminder...Preschool children bus stop guideline – approved parent/guardian must meet the child at the stop or child will be returned to school.

General Information:

- Once students have been registered at Barnette, they are automatically routed and assigned to a morning and an afternoon bus. An average time for bus rides from home to school is 18 minutes, depending on the home location. Parents should inform teachers if their child will be a bus or a car rider. Buses arrive on campus at the bus lot between 7:15 –7:30 a.m., allowing students plenty of time to eat breakfast in the cafeteria before reporting to class. At 3:00 p.m., students are called (by grade levels) and delivered to their bus by their teacher.
- Any/all transportation changes **MUST** be in writing and sent to the teacher in a timely manner.
- For the first two weeks, bus arrival times may be a little inconsistent due to traffic and drivers learning their routes. The guideline to follow is to have your student at the stop 15 minutes prior to the stated time on their boarding pass. Based on CMS, the drivers have a window of 15

minutes before, and 15 minutes after the published time to arrive. Once things settle down, the time should be more consistent.

- From time to time, you may request that your child be a bus rider on one day and possibly a car rider on another day. In order to ensure that your child gets on the appropriate mode of transportation and arrives home safely, it is extremely important that you communicate in writing with your child's teacher if an alternate mode of transportation is to be utilized beyond the regular method. Please keep in mind that teachers are not checking emails on a regular basis during the school day, as they are providing instruction to our students. Therefore, we ask that all changes involving transportation be sent to the teacher's attention first thing in the morning. Additionally, if your child is assigned to ride one mode on specific days and another on specific days, please ensure that this is communicated to the teacher as well. For example, it is possible that your child may ride the bus home on Monday, Wednesday, and Friday, but then be a car rider on Tuesday and Thursday. In cases such as this, it is the parent's responsibility to ensure that the student and the teacher know the specific schedule for afternoon dismissal. Providing the classroom teacher with a calendar or written documentation will ensure that the child goes home the correct way each day.

Frequently asked bus questions:

Q: What if I need to have my stop changed for some reason?

A: In order to change a bus, stop or request a new one, you must go to the CMS website and complete the Alternate Stop, Unsafe Stop, or Change in Request form. These are then submitted electronically. The site is www.cms.k12.nc.us Look for the transportation link at the bottom of the site. Depending on the time of year, this could take several days to two weeks to be approved before they can actually be assigned to the bus and begin riding. Once you have submitted the change of information, please contact the school in about 3 days to verify if it has been approved.

Q: What if I need my child to ride to a daycare center that is being served via a CMS bus?

A: If you have registered your child at a daycare service that CMS provides transportation to, you will need to go online at the CMS website and request that stop in the section titled **Alternate Stop**. Your child's daycare service cannot do this for you. This only applies to daycare services that CMS provides bus transportation for, not daycare vans. Failure to request the daycare stop will mandate that the driver take your child to the assigned home stop. The sooner this is completed; the sooner your child will be able to ride the bus to that daycare.

Q: Can my child be left at the bus stop without an adult present to meet them?

A: Unless the child is 4 years old and in the pre-k program, they will be dropped off at their assigned stop with or without an adult being present.

Q: What if I need to change my transportation for a period of time, such as to a car rider?

A: A written note must be sent into the child's teacher explaining the change in transportation. This will be signed off by an administrator. We do not except changes for transportation over the phone.

Q: Can my child ride another bus home with a friend?

A: Based on CMS Transportation, if the child is not officially assigned to the bus, they may not ride home with a friend on another CMS bus. This is due to overcrowding and liability concerns.

Q: How can I be sure that my child will get to their assigned bus in the afternoon?

A: All buses are assigned a specific slot on the school's bus lot. Each classroom teacher will lead their class out to the lot and drop each child off at their assigned bus to ensure their safety.

Q. What if parents want another stop, i.e. daycare or afterschool?

A. Parents can request an alternate stop from the transportation webpage. Please do not have them call our offices! All requests need to be entered in the "Alternate Stop Request Form". **(PARENTS TAKE THE RESPONSIBILITY TO DO THIS ON THEIR OWN-DAYCARES CANNOT COMPLETE THIS.)**

Q. How can parents inform transportation about an unsafe stop?

A. Parents can request a review of their stop from the transportation webpage. Direct parents to the "Unsafe Stop Review" link on our webpage.