

SHUTTLE BUS GUIDELINES FROM HOWARD TO HOLMES

Deer Park City School District is able to arrange a shuttle bus to transport students in grades K-2 between Howard and Holmes Primary on a daily basis to alleviate/reduce the vehicle congestion during drop off in the morning and pick up at the end of the day. The shuttle would provide daily transportation 2 times daily, in the morning and after school only to those families who can commit to the daily routine delivering and picking up their child safely at Howard.

Beginning August 1, the district will accept 70 students for a shuttle bus from the Howard parking lot to Holmes Primary. The 70 students must be committed to fulfilling the obligations outlined in the application form. Once the 70 student limit has been confirmed all others students will be placed on a waiting list in the order the request is received.

To obtain additional information for the privilege of the shuttle, please call the Deer Park Transportation Office at 936-4677 or email Mary Keller at keller.m@dpccsd.org. The applications will be located in the Building Offices, the Board of Education Office or found on the District Website. You may also email the application to Mary Keller.

To apply for the Shuttle you must:

1. Drop off the application to the main office at Holmes Primary or Deer Park Jr./Sr. High School; Attn: Transportation Office.
- OR**
2. Mail the application to the:
Deer Park Jr. / Sr. High School; Attn: Transportation Office 8351 Plainfield Rd. Cincinnati, OH 45236

Application Instructions:

1. One Shuttle request per child must be on file including emergency contact information.
2. The child/parent will follow of the procedures and rules of the Shuttle.
(Bus rules are also posted on the bus.)
3. The parent must arrive at Howard on time daily.
4. The parent must commit for the child(ren) to ride the shuttle daily.
5. If your child(ren) will NOT be riding the shuttle that day the parent must contact the Transportation Office (936-4677) by 7:00 a.m. that morning.
6. If your child(ren) miss 3 days in a row without verbal notification to the transportation office or if you fail to pick up your child 3 times from Howard your child will be removed from the shuttle roster.

The shuttle process in the morning is as follows:

1. The bus will arrive at 7:40 a.m. in the parking lot at Howard.
2. The bus will depart from Howard at 7:50 AM for Holmes Primary.
3. If your child is not there and on the bus by 7:50 AM, the parent will be responsible for transporting the child to Holmes.
4. Once the bus shuttle leaves it will not allow anyone on so, please do not chase the bus down as you may cause a dangerous situation.
5. Students will be greeted by a staff member who will escort students to the school.

The shuttle process in the afternoon is as follows:

1. The bus will arrive back at Howard at approximately 3:30 PM.
2. Please be certain that you are there to receive your child off of the bus.
3. The bus will not be able to wait for you to arrive as there are other trips and students depending on their ride. There is no available supervision at time of pick up therefore, you are responsible for the safety of your child(ren).
4. If your child(ren) will be walking home from Howard please be certain to identify that on your application.
5. For students who occasionally walk home, the parent must notify the Transportation Office when there is a change to the pick-up procedures and you wish the child to walk. The parent must call the transportation office by 2:30 PM on the day the child will be walking.

Shuttle Bus Rules and Guidelines:

1. Rules and guidelines must be followed at all times and are posted on the bus.
2. Students must sit in their assigned seat upon entering the bus.
3. Students must exit the bus in an orderly fashion.
4. Students will follow same behavior guidelines as required in the classroom.
5. If your child is unruly on the bus and/or consistently breaking bus rules, your child is written up by the driver, he/she may be removed from the shuttle roster.
6. Parents will be notified if your student has received a write up.
7. If your child is written up 3 times by the driver, he/she may be permanently removed from the shuttle roster for the balance of the school year.

School Year: _____

SHUTTLE APPLICATION FORM

		AGE	GRADE
STUDENT NAME:			
PARENT/GUARDIAN:			
HOME PHONE:			
CELL PHONE:			
WORK PHONE:			
EMAIL ADDRESS:			
ADDRESS:			

AM DROP OFF AT HOWARD: BETWEEN 7:40 AM – 7:50 AM _____

PM PICK UP FROM HOWARD: 3:30 PM _____

My child(ren) has my permission to walk home to /or from Howard

My child(ren) will be picked up at Howard by an appointed person on the list below.

List all those who may pick up or drop off your student:

Name	Relation	Phone Numbers
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

In signing this application I agree to all the above Shuttle Bus Rules and Guidelines.

Print Name

Signature

Date

PLEASE CHECK AM, PM OR BOTH TO INDICATE WHEN YOUR CHILD WILL BE RIDING THE SHUTTLE.

OFFICE USE ONLY:

Date/Time Application Received: _____

From Whom: _____

By Whom: _____