

## AMITY SHUTTLE BUS GUIDELINES AND APPLICATION

Deer Park City School District is able to arrange shuttle buses to transport students in grades K-6 from St. John's Parish and Holmes parking lots to Amity 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 shuttles 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 St. John's and Holmes.

Beginning August 8, the district will accept 100 applications for the shuttle bus, 50 from the St. John's lot and 50 from the Holmes lot to Amity. Those 100 students must be committed to fulfilling the obligations outlined in the application form. Once the 100 student limit has been confirmed all other 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 Jo-Ann Brinkman at [brinkman.j@dpcsd.org](mailto:brinkman.j@dpcsd.org). The applications will be located in the High School Office, the Board of Education Office or found on the District Website. The application can also be mailed to you.

### **To apply for the Shuttle you must:**

1. Drop off the completed application to the main office at the High School; Attn: Transportation Office or Email to Jo-Ann Brinkman.  
**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 St. John's or Holmes 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 St. John's or Holmes your child will be removed from the shuttle roster.

### **The shuttle process in the morning is as follows:**

1. The bus will arrive at St. John's **7:25 A.M.**, depart at **7:30** to Amity
2. The bus will arrive at Holmes **7:40 A.M.**, depart at **7:45** to Amity.
3. If your child is not there and on the bus by the departure time, the parent will be responsible for transporting the child to Amity.
4. Once the bus shuttle begins to move 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 St. John's approximately **3:15 P.M.**, and will arrive at Holmes approximately **3:30 P.M.**
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 their drop off, 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 2:00 p.m. 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. If your child is written up 3 times by the driver and/or shuttle supervising staff member at Amity, he/she may be permanently removed from the shuttle roster for the balance of the school year. Parents will be notified if the child receives a write up.

