



“Home of the Outlaws”

Transportation Department
771 E. Cascade Ave.
Sisters, Oregon 97759
541-549-9681

August 20, 2018

Greetings

The 2018-2019 school year is quickly approaching and will be here in just a few weeks. The Transportation Department would like to support student rider success by providing guidelines and answers to frequently asked questions. Transportation provides “Home to School and School to Home” transportation for its students. The “Bus Pass” resolves student safety concerns for “Temporary Stop” changes. Temporary stop changes are for family emergencies (Unplanned schedule change or unforeseen emergencies). Transportation does not provide busing for sleepovers, play dates, local school sports practice, schedule convenience and non-district activities (example; the library, karate, dance, taekwondo).

A bus pass *may* be approved if ALL of the following conditions are met:

1. *A written request or phone call from a parent/guardian is submitted to the transportation department or school office 1 working day in advance. (unless a family emergency)*
2. *Is the need for a stop change an unforeseen emergency?*
3. *The pick-up/drop-off location is along a regularly scheduled route and there is seating space on the bus.*
4. *No extra stop required.*
5. *The student is an eligible Sisters School District student. (See District Policy; Support Services EEA-Student Transportation Services)*
6. *Notes/phone calls to driver from student/parent **will not be accepted** - the bus pass must come from transportation or school office.*

Bus passes are not to be used for transportation to sleep overs, birthday parties, play dates, sport practice etc. Transportation for after school functions are the parent/guardian responsibility.

How can a stop be changed or added to a bus route?

Stop change requests are submitted to the transportation department for review, this may take up to 10 working days. You can access the form on the district web site under transportation. You will be notified after your request has been reviewed by the transportation supervisor or designee. When a stop change is approved, the change may take up to 5 working days to be completed. Changes affect all students riding the route, and all parents/guardians must be notified of any changes to their students stop. Do not ask drivers to make “special” stops for you student. This practice is strictly forbidden by the Oregon Department of Education. Due to the hectic nature of start-up at the beginning of the school year, route change requests submitted before October 1st will not be reviewed until October 1st.

When there is not a bus stop in my area in reference to the policy, Support Services EEA-Student Transportation Services, what do I do?

Complete and return a stop change request form. (See above “How can a stop be changed or added to a bus route?”)

Our family has moved, how does my child get on the bus?

Complete the address change with your child’s attending school. Contact transportation after the change has been made. Transportation will complete a “New Rider” form for the route driver. After this has taken place your student may begin riding the bus or new route.

If my student has an approved district transfer in place, can they ride the bus to and from school?

Transfer students may ride when an approved transfer is in place if **ALL** of the following conditions are met.

1. *A written request or phone call from a parent/guardian is submitted to the transportation department or school office 1 working day in advance. (unless a family emergency)*
2. *The pick-up/drop-off location is along a regularly scheduled route and there is seating space on the bus.*



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3. *The student is an eligible Sister School District student. (See District Policy; Support Services EEA-Student Transportation Services)*
4. *Notes/phone calls to the driver from student/parent **will not be accepted** - the bus pass must come from transportation or school office.*

Approval to ride the bus does not carry to the next school year. You must follow this same process each year.

May a student be transported to/from a day care instead of home?

Your student may be transported to/from a day care. Please see the guidelines listed above under “A bus pass **may** be approved if **ALL** of the following conditions are met.” This would be their designated stop every day.

Can a parent take their student off the bus along the route?

Federal and State Transportation regulations only permit the students to depart the bus at their designated stop or at the school. A district staff member may remove a student from the bus at the school after they have loaded in the afternoon. Parents may not remove their student along route at any other stop than their assigned stop location. This is for the safety of the student. A Student may get off at a school other than the one they attend after he/she has received a permanent bus pass. See the guidelines listed above under “A bus pass **may** be approved if **ALL** of the following conditions are met.” This would be their designated stop every day. This student would ride their home to school bus daily for this transfer.

If my student has not arrived at the stop by the scheduled drop off time, who do I call?

Afterschool route times are estimates and may vary depending on many factors. Call the Transportation dispatcher at 541-549-9681, they will contact the route driver using the 2-way radio to gather information and provide an estimated arrival time.

What do I do if my student misses the bus?

The parent/guardian becomes responsible for their students transportation to and from school.

Why can't the driver add a stop?

There are many things considered when constructing bus routes. Of those, student safety is the most important. Consistency is also important. Stops are created by using established criteria which insures that all students in the district receive similar service. All changes must go through Transportation so information in our computers accurately reflects how the routes are driven. During an event, we rely on computer information to determine the location and student/s on the route.

Can my child bring inflated balloons on the bus?

School Board Policy EEACC-AR reads in part: Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.

Can my student bring a glass container onto the bus?

School Board Policy EEACC-AR reads in part: Not carry glass containers or other glass objects.

Can my students bring their skateboard/scooter or large instrument/item on the bus?

School Board Policy EEACC-AR reads in part: Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.

All the best,

Kim Henderson
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541-549-9681