



Transportation

3715 Oakes Ave
Everett, WA
425.385.4144

2012 – 2013 School Year Special Needs Transportation Information

Dear Parent/Guardian of Specialized Transportation Students:

Everett Public Schools is in the process of preparing for the **2012 – 2013** school year. To assure your child's safety and well-being, please review the enclosed information. The information you provide will be kept in the strictest confidence.

Please carefully review the following operating standards and procedures for special education bus stops and preschool students. These procedures are necessary to help our department accommodate students who require "specialized" transportation with a safe, timely and efficient ride to and from school. We would like to provide ample time for parents/guardians to make necessary arrangements if needed, and communicate with Transportation should any questions arise. These operating standards and procedures are imperative for the appropriate and safe transportation of your child.

- **It is required to call Dispatch at 425.385.4144** when your child will **NOT** be riding the bus to/from school. We would appreciate a 30-minute notice. If you call after hours or if no one is available to answer; please leave a voice message.
- After (3) consecutive days of attempting to pick up your child with no prior phone call stating your student will not be riding that day, transportation will be canceled until further notice. As a result, you will have to call the Transportation Department to resume busing.
- It may be necessary for the parent/guardian or parent designee to help secure their child in the car seat, safety vest, or safety belt as they load/unload the bus.
- It is necessary for a parent/guardian or parent designee to be available at the time your child's school is dismissed, if this becomes a problem, then transportation may be canceled.
- The driver must see a parent/guardian or parent designee before they can leave your child at the stop. This assures your child's safety. If he/she can be dropped at the stop without a parent/guardian or parent designee acknowledgement, we need a written note signed by the parent/guardian and given to your driver on the first day of school. Please note: **Kindergarten and Preschool students are required to have a parent/guardian or parent designee present at the bus stop when they are picked up or dropped off.** If you wish to have your child dropped off with supervision we will need to receive a signed note (or signed authorization form available from the driver) in advance.

- You must let the Transportation Department know of any alternative person(s) or close neighbor(s) that you have given permission to receive your child if an emergency keeps you from meeting your child. Otherwise your child will be returned to school or the Special Education department.
- A safe drive is dependent on communication with the driver. If there is anything that could help the driver maintain a safe ride to and from school (medical, behavioral, special needs), please communicate this to your driver(s).
- Please notify the Transportation Department of any change to your students' transportation plan. Any change requires a minimum of **three (3) school days** for the change to be implemented. This would include changes in daycare accommodations and address changes for pick up or drop off locations. You must also notify the Special Education Department as you move my change your placement program. In addition, it is important to please notify us immediately of any phone numbers that have changed.
- It is important to have your student ready for pick up **five minutes** before the assigned pick up time. **Due to traffic the bus will only wait for two (2) minutes.** Please be sure to dress your student in appropriate clothing for the weather and time of year.
- Your student must be **ready to come right out** when the school bus arrives. The driver will wait no longer than **two (2) minutes**. If the child is not out to the bus within this time drivers may be instructed to leave.
- Driver will only honk once to get your attention.
- Everett School buses do not travel on private property.

Thank you for your understanding and support to improve the efficiency of our transportation system. Your cooperation will help us provide reliable service for all Everett students.

You should have received a letter with your students busing information, if not, please call us for information. If you should have any questions, feel free to call us at 425.385.4144. Thank you for your careful attention to these matters.