

USD # 508 Transportation Guidelines

It is the mission of our school district to provide for the safety of all of our students. Equally, the chief function of the transportation department is to transport these children in the safest manner possible. Once their safety is assured we will attempt to function in the most efficient and cost-effective manner without compromising safety.

Route Busing

1. When a student is enrolled that building's office will take the appropriate information and refer the student and parent to the transportation department located behind Central Elementary School or by phoning 856-3333.
2. The parent will discuss their transportation needs with the transportation director and the director in turn will notify the parent regarding the request. This is done after the location of the desired pick-up and drop-off spot has been verified for distance and safety. The district will only transport students residing more than 2.5 miles from any one of the four learning centers and within U.S.D. 508 boundaries.
3. Once the parent is notified of the decision of the transportation director, the director will notify in writing or by electronic mail the decision to the principal's office of the school the child attends. If the request is granted then that child will be added to the "students transported" list to be kept in each school's office.
4. In the event the requested destination is not the primary residence of the student, the transportation director will determine on an individual basis the ability of the school to grant the request.
5. Any parent that wishes their child to be picked up or dropped off at a destination other than listed needs to put this request in writing and given to the principal's office of that child's building. The bus driver will only make changes to the scheduled stop once written confirmation has been received.

Shuttle Busing

6. Children riding the district's courtesy shuttle will need written permission at the beginning of the year allowing the child to ride at the parents discretion. The drops are located at Central Elementary, Baxter Middle School, and Lincoln Elementary.

It is the hope of the school district that these guidelines provide for maximum safety while accommodating the needs of parents where possible. Please contact our director of transportation, David Weston or the superintendent, Dennis Burke if you have any further questions.