

August 8, 2017

Greetings from the Transportation Department!

Safety is the number one priority of the Loudonville-Perrysville Schools Transportation Department. If you are eligible for transportation, we are looking forward to providing your children with transportation for the upcoming school year.

After reviewing our records, some information may be out of date. If you have completed forms in the past regarding an alternate drop-off or pick-up(locations other than your actual residence) you will need to complete the form again this year. The guidelines for alternate drop-off/pick-up (locations other than your actual residence) are enclosed. Please pay close attention to item 2 in the attached document, ***“The alternate location requested is for 5 days per week for the entire school year.”*** Alternate location pick-up/drop-off is to change the location of drop-off/pick-up for the remainder of the entire school year. Alternate drop-offs due to changes in child care will have to be coordinated by the parents. Weekly and daily changes in child care locations will have to be coordinated by the parents to arrange for transportation. The transportation system at Loudonville-Perrysville strives to maintain the safe delivery of every child.

Updated forms and the transportation handbook for your review can be found on the district website (LP Schools website www.lpschools.k12.oh.us, “Departments”, “Transportation”, “Transportation Procedures”, pages 24-26.) Additionally, the Procedure for Requesting an Alternate Bus Stop are included in this mailing. Please sign and return this letter as acknowledgment of receipt with your child’s other beginning of the school year documents.

Should you have any questions, feel free to contact Kenny Carroll, Transportation Supervisor at 419-994-3314.

Thank you for your time and understanding.

Please Sign, date, and return.

Signature _____ Date _____

PROCEDURE FOR REQUESTING AN ALTERNATE BUS STOP

The Loudonville-Perrysville Exempted Village School District has developed the following guidelines and procedures in order to comply with Ohio Revised Code Section 3301-83-13. This section of Ohio law regulates school bus routes and stops.

The purpose for establishing these guidelines and procedures, in addition to complying with state law, is to provide a safe and efficient system for transporting children to and from school. Parents/guardians, childcare providers and the general public must be aware that the safety of students can be compromised when bus routes and stops are constantly changed.

Guidelines and Procedures for Requesting an Alternate Bus Stop on a Permanent Basis:

Unless the district receives notice to the contrary, the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence.

Parents/guardians may request an alternate pick-up and/or drop-off point (ex: grandparent's residence or childcare provider) if:

1. The request is received by the district's transportation department at least two weeks prior to the first day of school.
2. The alternate location requested is for five days per week for the entire school year.
3. All of the information requested on the proper form is provided to the transportation department.

Request for alternate pick-up and/or drop-off points made after the first day of school *will be granted if:*

1. The request is made as a result of the parent/guardian changing the family's place of residence, and that the new place of residence is the location of the pick-up and /or drop-off point.
2. The alternate location requested is for five days per week for the remainder of the school year.
3. The request is received at least one week prior to the effective date.
4. All of the information requested on the proper form is provided to the transportation department.

Requests for alternate pick-up and/or drop-off points made after the first day of school (ex: as the result of a change in childcare providers) *may be granted at the discretion of the transportation supervisor providing the following conditions are met:*

1. The request does not involve making significant alterations to or the rerouting of existing bus routes.
2. The alternate location requested is for five days per week for the remainder of the school year.
3. The request is received at least one week prior to the effective date.
4. All of the information requested on the attached form is provided to the transportation department.

Guidelines and Procedures for Requesting an Alternate Bus Stop on a Temporary Basis:

Unless the district receives notice to the contrary the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence.

The following guidelines and procedures apply when parents/guardians request an alternate pick-up and or drop-off point on a temporary basis. For the purpose of these guidelines and procedures, temporary is defined as an emergency or urgent extenuating circumstance when the parent/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child. Transporting children to recreational activities such as birthday parties, slumber parties, sleepovers, and/or sporting events does not constitute an emergency or urgent extenuating circumstance.

Requests for alternate pick-up and/or drop-off points on a temporary basis *will be granted if:*

1. The request is made as a result of an emergency or urgent extenuating circumstance when the parent/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child.
2. There is space available for the child to ride on the bus.
3. The request is received 24 hours prior to the effective date.

All of the information requested on the proper form is provided to the transportation department

LOUDONVILLE-PERRYSVILLE SCHOOL

Alternate Bus Stop Request Form

Student Name(s)	Teacher	Grade

Students Home Information

Parent/Guardian: _____

Home Address: _____

City: _____

Home Phone: _____

Work Phone: _____

Alternate Pick-Up/Drop-Off Information

Name: _____

Address: _____

City: _____

Home Phone: _____

Work Phone: _____

Effective Date(s): _____

Alternate Stop Applies To: AM Pick-Up Kindergarten Noon PM Drop-Off

Parent/Guardian Signature

Date

Please return to: Building Principal or Transportation Department
615 N Mt Vernon Ave., Loudonville, OH 44842

Or FAX: 419-994-3578

Questions to: Transportation Department, 419-994-3314

Transportation Dept Use Only		
AM Route <input type="checkbox"/>	Kindergarten Noon <input type="checkbox"/>	PM Route <input type="checkbox"/>