

Vancouver Public Schools

Transportation Information for: H.O.P.E.



PARENT REFERENCE INFO

Vancouver Public Schools

H.O.P.E. Transportation

August 2019

Dear Parents,

Welcome back to school!

The Vancouver Public School Transportation Department will be providing transportation services for your student. It is important that you are familiar with the VPS Transportation procedures and guidelines contained in this reference packet. The safe, appropriate and timely transportation of your child is a team effort. By working together, we can provide a positive experience for your child as we transition into a new school year.

Please feel free to contact Vancouver Public Schools staff to assist you with any problems or concerns associated with your child's program. Thank you in advance for your help and cooperation in providing safe and efficient transportation for your student.

Sincerely,

V.P.S. Transportation Dept.

Donna Eisinger
Laura Eustis
Grace Elligott
Debbie Dickerson

HOPE Program Coordinator
Melissa Newhouse, Mary Logan
313-1483

313-4800

WELCOME



Vancouver Public Schools Transportation Department
Please record your student's information below for future reference.

Student Name _____ Date _____

Pick-up Time _____ Bus # _____ Driver _____

Drop-off Time _____ Bus # _____ Driver _____

- ◆ It is very important that all students be ready to board the bus at the scheduled time. In order to remain on time the bus will not wait past your scheduled time. **Students should be at the designated stop ready to board 5 minutes prior to their scheduled time. This is a GEN ED program and follows the GEN ED bus rules.**
- ◆ For the first two (2) weeks of the school year, please have your child ready at least **ten minutes** prior to the scheduled pick-up time. This will allow for any changes in the route due to additions, deletions, or traffic conditions. For the remainder of the year, your child must be ready **five minutes** prior to scheduled pick-up time. We want all children to arrive at school on time. The bus does not wait at the stop for this program.
- ◆ When your child does **not** need transportation please call Vancouver Transportation Department **by 6:00 a.m.** You may also leave a message at (360) 313-4800, 24 hours a day, to inform us if your child will not need transportation. When your child **does not ride the bus for two consecutive days**, to or from, and you did not call, it will be necessary for you to call Transportation to start service again (by 6:00 am for same day service).
- ◆ Do not request to have our drivers honk. They are not allowed to honk the horn due to patron complaints.
- ◆ Any change in pick up and drop off location and/or phone number needs to be made with the school and Melissa Newhouse 313-1483, **NOT** the bus driver.
- ◆ Buses do not go into apartment complexes to pick up or drop off students.
- ◆ **ALL kindergarten students must be met at the bus by an authorized adult. Please fill out the attached form and return to driver within 5 days. Same school siblings must have written permission, signed by the principal, in order to take a kindergarten sibling off the bus. Older siblings are allowed with parental permission.**

ROUTE INFORMATION

Supervision and Changes...

Students may only use one pick-up and one drop-off location. These may be different places for morning and afternoon, i.e. AM pick up at home, PM drop off at day care or Boys & Girls Club, but this must be consistent everyday of the week.

Important Things to Remember...

- ◆ **Always** have your child ready 5 minutes prior to the scheduled pick-up time.
- ◆ **Always** be at the drop off location 5 minutes prior to the scheduled drop off time if you have a Kindergarten student. All other grades are allowed to get off the bus without supervision.
- ◆ Please make your presence known by being **easily** visible at the drop off point if you have a kindergarten student.
- ◆ After school, your child's driver will make **one** attempt to deliver your kindergarten student at the drop-off location. If there is no supervision at that location, your child will be **returned to school at the end of that route.**
- ◆ Please keep your home and cell phone numbers **current** with your child's school, the driver, and The HOPE program office.
- ◆ Any changes in who may receive your child from the bus **must be made in writing** & given to your student's driver.
- ◆ Please be sure persons authorized to receive your student are prepared to show photo ID.

SUPERVISION & CHANGES

HOPE KINDERGARTEN EMERGENCY DATA

**PLEASE DETACH THIS FORM FROM THE PACKET,
FILL IT OUT, AND RETURN TO YOUR CHILD'S BUS DRIVER
IN THE NEXT FIVE DAYS.**

THIS FORM WILL BE PUT ON FILE IN THE TRANSPORTATION OFFICE.

CHILD'S NAME: _____

HOME ADDRESS: _____

HOME/CELL TELEPHONE: _____

PARENTS NAME: _____

CHILD CARE PROVIDER: _____

CHILD CARE ADDRESS: _____

CHILD CARE TELEPHONE: _____

EMERGENCY TELEPHONE: _____

PARENT WORK TELEPHONE: _____

CHILD MAY BE RECEIVED BY

Please list names & relationship to child. Please have ID ready to show driver.

1) _____

2) _____

3) _____

PARENT/GUARDIAN SIGNATURE

DATE

Depending on where your child attends school, **all changes** to his/her information must be requested/reported to the school **and** Melissa Newhouse or Mary Logan 313-1483.