



SPECIAL TRANSPORTATION

**STUDENT INFORMATION PACKET
2023-2024**



Special Transportation

August 2023

Dear Parents/Guardians,

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 student is a team effort. By working together, we can provide a positive experience for your student as we transition into a new school year.

Please feel free to contact VPS Transportation to assist you with any problems or concerns associated with your student's transportation. Thank you in advance for your help and cooperation in providing safe and efficient transportation for your student.

Sincerely,

Transportation Department
Vancouver Public Schools

ROUTE INFORMATION

Transportation Department | Vancouver Public Schools

Please record your student's information below for future reference.

Student Name _____ Date _____

Pick-up Time _____ Bus # _____ Driver _____

Drop-off Time _____ Bus # _____ Driver _____

- **Students should be at the designated stop ready to board 5 minutes prior to their scheduled time.** 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 wait only **one minute** past your scheduled time, and then it will proceed.
- For the first two (2) weeks of the school year, please have your student 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.
- **Parent/guardians/daycare staff are required to fasten student in and off bus.**
- When your student does **not** need transportation please call the VPS Transportation Department at (360) 313-4800 **by 6:00 a.m.** You may leave a message 24 hours a day, to inform us if your student will not need transportation. When your student **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.
- Buses do not go into apartment complexes to pick-up or drop-off students.
- Any change in pick up and drop off location and phone number changes must to be made with your student's school, and the Transportation office. **NOT** with the bus driver.

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 daycare, but this must be consistent everyday of the week.

Important Things to Remember...

- **Always** have your student 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. The driver will only wait 1 minute if possible.
- Please make your presence known by being **easily** visible at the drop off point.
- After school, your student's driver will make **ONE** attempt to deliver your student at the drop-off location. If there is no supervision at that location, your student will be **returned to school at the end of that route.**
- Please keep your home and cell phone numbers **current** with your student's school and Transportation.
- Any changes in who may receive your student 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.
- If you desire to have your student get off alone or with a sibling, a note must be written and given to the school and approved by the Principal and or IEP team.