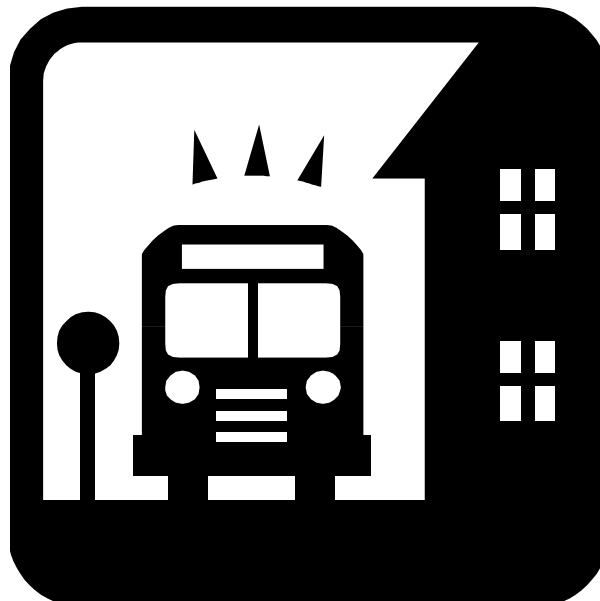


# Vancouver Public Schools

## Transportation Information for: Special Needs ECSE/ELC



PARENT REFERENCE

# Vancouver Public Schools

## Special Needs 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,

Donna Eisinger  
Laura Dickinson  
Grace Elligott  
Debbie Dickerson

**V.P S. Transportation Dept.  
Special Education Transportation  
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 wait only **one minute** past your scheduled time, and then it will proceed. **Students should be at the designated stop ready to board 5 minutes prior to their scheduled time.**
- ◆ 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.
- ◆ **Parent/staff are required to fasten child in and off bus. ECSE students must use 5-pt seat.**
- ◆ 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 designated personnel, phone numbers listed below, **NOT** the bus driver.
- ◆ Buses do not go into apartment complexes to pick up or drop off students.

Depending on where your child attends school, **all change(s)** to his/her information must be requested/reported to the designated personnel at the following sites:

- ◆ **Fir Grove: 313-1800**
- ◆ **Early Childhood Special Education:**  
Hough ~ 313-2100, Lake Shore ~ 313-2250, Sacajawea ~ 313-2750,  
Hough ELC 952-3600 ~ Lincoln ELC 313-2300
- ◆ **All other school sites:**  
Please call the Transportation Department at 313-4800

<h2>ROUTE INFORMATION</h2>
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## *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, 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. The driver will only wait 1 minute if possible.
- ◆ Please make your presence known by being **easily** visible at the drop off point.
- ◆ It is extremely important that the **EMERGENCY DATA SHEET** provided to you be **completed and returned to your student's driver ASAP!**
- ◆ After school, your child's driver will make **ONE** attempt to deliver your child 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 and Transportation.
- ◆ 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.
- ◆ 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.

<h1>SUPERVISION &amp; CHANGES</h1>
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