

DISTRICT #116 TRANSPORTATION DEPARTMENT'S
FREQUENTLY ASKED QUESTIONS (FAQ'S)
FOR ELEMENTARY SCHOOL CHILDREN

KINDERGARTEN FAQ'S ARE ON A SEPARATE INFORMATION PAGE

1. Q: What procedures do I need to follow if I move?
A: Notify the school of your address change. Fill out a bus adjustment request form. The information will be sent to transportation. Once the information has been changed by transportation, the school will notify your child/parent. This process may take up to 3 school days for your child/parent to receive bus information.
2. Q: What happens if I need to use a baby sitter's address for pick up and drop off?
A: Your sitter/childcare provider must reside in your home elementary boundary. For example, if you live within the Ellis Elementary School territory your childcare provider must also reside within the Ellis Elementary School boundary. However, if you live in the Ellis Elementary School territory but your sitter lives in the Indian Hill School territory, transportation will not be provided. District #116 approved child care centers are excluded from this policy.
3. Q: Can I use more than one pick up or drop off location?
A: Pick up and drop off must be the same location unless your child attends a District approved day care center.
4. Q: What happens if I request or my child is placed at school other than his/her home school?
A: If this is by your request, you will be responsible for transportation outside the school boundary.
B: If this is by the District's request, the child will be bussed if the distance is over 1.5 miles and/or if walking is declared hazardous.
5. Q: How do I know if I am eligible for transportation?
A: A postcard will be mailed to your house a few days before school starts. If you do not receive a postcard, please check with the school office. If the school office is unable to help you, a card will be given to you with information on how to contact the transportation office.
Ellis – 270-9900
Beach – 271-9930
Indian Hill – 270-9970
Murphy – 270-9950
Village – 270-9470
6. Q: What can I do to assure my child can ride the bus to and from school?
A: Your child must be registered to attend school.
B: After registering your child, a bus pass will be issued in August around the 11th if it is determined your child is bus eligible.
7. Q: How many sitter address changes can I make?
A: You can make no more than 2 sitter address changes per school year. A bus adjustment form needs to be completed and turned into the school office one week prior to the change of address.
8. Q: What is the last day before the start of school I can make an address change for transportation reasons?
A: Any changes must be submitted by the close of the registration period of August 2, 2007. If you move or change sitters after the 3rd of August you will be responsible for transporting your child to and from school for up to 10 school days starting from the first day of school
9. Q: Does someone have to be present with your child at the bus stop?
A: The bus stop is a parental responsibility. Each parent must make the decision for the safety and security of their child.
10. Q: Who are the districts approved day care centers?
A: Peppermint Stick, Round Lake Park District, and Discover Center are approved day care centers that may be used for before and or after school childcare to and or from any elementary school building.

11. Q: What happens if I miss my child's in-bound bus?

A: Each bus route run has a schedule to maintain. The driver does his/her best to maintain a timely schedule. A bus driver should arrive at approximately the same time each day. Bus riders need to arrive at their assigned bus stop at least 5 minutes prior to bus arrival. In the event your child misses the bus, the parent is responsible for transporting your child to school.

12. Q: How does moving within the district affect my child's transportation?

A: If your new address is in the same school boundary your child will be bussed if the distance is over 1.5 miles and/or if walking is declared hazardous.

B: If your new address is in another school boundary:

1. Enroll your child in an available classroom at the home school of your new address. Your child will be bussed if the distance is over 1.5 miles, and, or if walking is declared hazardous.
2. Keep your child at his/her original school. Parents will be responsible for transportation if in a bussing zone. If the District requests your child remain at your original school; your child will be bussed if the distance is over 1.5 miles and/or if walking is declared hazardous.

13. Q: What are the school rules for the bus stop?

A: Corner bus stops:

1. Be ready five minutes before the scheduled arrival time
2. Be courteous to other students
3. Stand back 5-10 feet when bus is approaching bus stop
4. Get on bus in orderly fashion, no pushing!

B: House bus stops:

1. Be outside with your child a few minutes before the scheduled arrival time
2. Bus equipment is on student for those requiring it
3. Parent will seat belt or hook harness up. Driver will make any adjustments necessary

14. Q: Does my child need to wear his/her name tag?

A: Yes. Children who do not wear their name tag will need to pay the \$2.00 replacement fee before they can ride the bus. A replacement tag can be picked up at the transportation office at 811 Sunset Drive between the hours of 8 am and 4 pm.

15. Q: Can my child ride another bus?

A: No. Students are only allowed to ride their assigned bus to and from school.

16. Q: Why do route times occasionally vary?

A. Weather, road conditions, and detours.

Severe weather and/or poor road conditions can slow down or stop buses from maintaining a timely schedule.

B. Substitute drivers.

When the regular driver is not available and a substitute driver takes his/her route, a delay is sometimes caused through getting to know the students and route.

C. Student behavior.

Disruptive students who misbehave cause the bus driver to stop driving the route. The bus driver needs to investigate the situation and take appropriate action to ensure the safety of all students. Once the situation is handled, the route will continue from the last stop made.

D. Home stops added or deleted from the route.

Home stops take extra time and can cause daily variances to the route.