



**To All Parents:**

## **Welcome to Brown Bus Company!**

We want to take this opportunity to welcome you and your student(s) to the world of school bus transportation. We are excited about working with your school and being able to provide your student(s) transportation to and from school. The following are a few things that we want to share with you about the routes for your school:

First, **general routing:** Route development will blend school ride time requirements and parent/student convenience. It is our intent to create bus stops at locations that are safe for students to wait for the bus. Each parent should recognize that he/she has the responsibility to instruct his/her student(s) regarding being safe going to and from the bus stop, as well as, being safe at the bus stop while waiting for the bus to arrive.

Second, **centralized and/or group bus stops:** In order to manage the length of time that the routes run, centralized and/or group stops may be used. It is our intent not to go into subdivisions unless absolutely necessary (i.e. for turn-arounds or for a "go through" to get to another stop) or if instructed to do so by the school Administrator. Routes will not go down dead end streets, enter cul-de-sacs or into apartment complexes or private drives to pick up students. Bus stops for subdivisions will mainly be established at the entrance to subdivisions. If deemed necessary, for very large subdivisions that have an entrance and exit, one central stop may be established in the subdivision at a park, student's home, etc. As a general rule, though, students will need to walk out to the entrance of subdivisions to the established bus stop location. Students who live towards the outer boundaries of the school attendance zone will be asked to come into a centralized and/or group bus stop.

Third, **traffic conditions:** The speed and amount of traffic on a route will be considered when developing routes. The intent is to keep the number of stops to a minimum. In high speed and high traffic areas the intent is to establish bus stops at safe locations, as to minimize student exposure to these situations. Students will be expected to stay back from busy roads. If this is not possible or there is only one student, the stop may be established at an alternate location.

During the first week or two of school the routes may have a tendency to run behind schedule. Route times will begin to be met as the driver gets more familiar with the route and the students and as the students learn where they are to get off.

All students are obviously important, especially kindergarten students. Since school and school buses are new to kindergarten students, Brown Bus Company has established specific procedures to help keep the kindergarten students safe. Due to our kindergarten transportation procedure and in the interest of safety, when we transport a kindergarten student home, we ask that a parent/legal guardian or other authorized person be at the bus stop to receive the student as they get off the bus. An authorized person could be a parent/legal guardian, relative or older sibling, even if the older sibling is a student on the bus. Our BASIC GUIDELINE for kindergarten students is we do not let kindergarten students off the bus unless there is an authorized person at the bus stop for the student to go home with. If there is no one at the bus stop for your kindergarten student, we will not let your student off the bus and we will return them back to the school. This policy applies only to kindergarten students and **does not apply to other grade levels.**

We recognize that changes can occur during the school year, so we ask that if information you provided on the original Transportation Form changes (i.e. change of address, day care, etc.), please notify the school first and ask them to forward the changes on to Brown Bus Company, so we can make the necessary changes.

Please keep in mind that our goal is to provide safe transportation. If you should have any questions or concerns, please call us at 466-4181.

***THANK YOU.***

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