

Transportation Registration Information 2019-2020

To begin the school year there is **ONE pick up address** and **ONE drop-off address**.

Exceptions may include:

- ONE Daycare which is approved and noted in appropriate school office with ESTABLISHED days and information given to bus driver.
- ONE alternate address which is approved and noted in appropriate school office with ESTABLISHED days and information provided to bus driver.
- All other changes are on a case by case basis which is approved and noted in appropriate school office.

The logic for this regulation is that children & bus drivers work best with a regular routine so that:

- We know where the child is
- It reduces confusion with bus driver, teacher, student, and office
- Teachers are confident of bus number and ridership when taking children to their bus
- It reduces the call-ins of lost children

New Students enrolled and/or changes after Wednesday, August 14, 2019

Bus Drivers are instructed to transport students that are on their routing list handed them at the August 12th Bus Driver Breakfast. Please note the following requirements:

- **When a new enrollee needs a school bus after the August 13th Bus Driver Breakfast:** Please make contact and necessary arrangements with the bus driver by phone call. Please provide complete student information. The list of bus drivers and phone numbers are available in the Transportation 3-ring binder in each office for your review.
- **A friend wants to ride the bus:** To receive a one time student in case of a "ride home with a friend" situation, they are to receive **written permission by a parent and signed by an administrator.**
- **Last minute change:** If a last minute change is made during bus line-up, please send a **permission note signed by an administrator accompanied by written instructions.**

TRANSFER STUDENTS requesting transportation services:

Please refer to the Kokomo (Out of District) Bus Stop locations in the 3-ring binder. Have the parent:

1. Choose a bus stop. Fill out Bus Stop Information Form, Located in the 3-ring binder.
2. Sign the Waiver Form, also in the 3-ring binder.
3. Sign the Bus Rules Form, also in the 3-ring binder.
4. Please send a copy of student information to the Transportation Office
5. Register the student with the Transportation Office before August 8, 2019 otherwise give information on student directly to the driver for this Kokomo Area Bus Route.

Transfer Students that live on Taylor District Border Lines:

If the Student lives in a bordering community such as parts of Terrace Meadows, please:

1. Send the transfer information to the Transportation Office for bus assignment
2. After August 13th, please contact the bus driver with student information to insure transportation and send student information to Transportation Office to update our records.