

# Fairfield City Schools

211 Donald Drive • Fairfield, Ohio 45014-3095  
Phone (513) 829-6300 • Fax (513) 829-0148  
[www.fairfieldcityschools.com](http://www.fairfieldcityschools.com)

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## STUDENT BUS SERVICE FOR 2011-2012 SCHOOL YEAR

February 2011

Dear Parents:

We are happy to be able to provide a service that many parents find useful, which is having the school bus pick up or drop off students at a location other than their home, usually a babysitter's home or a day-care center. In order to provide this transportation service, the babysitter's home or daycare center must be in the same attendance area as the school that the child attends.

Although the school district understands that unexpected situations sometimes arise, in order to ensure each student's safety, pick-up and drop-off arrangements need to be the same every day that the student rides the bus.

Example: A student is picked up at home before school, and dropped off at a babysitter's house after school, on Monday, Tuesday, Wednesday and Friday. On Thursday the babysitter brings the child to school and picks the child up after school. This is acceptable; as the arrangements are the same on every day the student rides the bus.

Example: A student is picked up before school, and dropped off after school, at a daycare center on Monday, Tuesday, Wednesday and Thursday. On Friday the parents would like the child to be picked up and dropped off at home. We would **not** be able to accommodate this request, as the arrangements are not the same for each day the student rides the bus. With transporting more than 10,000 students to 30 schools daily, we do not have the capacity to safely manage daily variations in pick-up and drop-off arrangements for individual students.

Please remember, as the school year comes to a close, to complete a new babysitter/daycare form with information for the coming school year and return it to your child's current school by **June 15**. The form may also be completed on the district website ([www.fairfieldcityschools.com](http://www.fairfieldcityschools.com)) on the transportation page. The completion of this form will ensure that your child's transportation arrangements are in place by the start of the next school year. Bus routing is a complicated and lengthy process and it is very helpful for us to have this information for your child before route planning begins. We have already begun working on bus routing for the 2011-2012 school year. Please assist us in preparing for next school year by completing the form online or returning it to your child's school by **June 15**.



After June 15, babysitter/daycare forms may be mailed to:

Fairfield City School District  
Transportation Department  
211 Donald Drive  
Fairfield, OH 45014

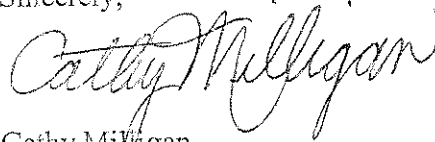
Babysitter/daycare forms will be accepted after June 15, but we cannot guarantee that transportation arrangements will be in place at the start of school. Parents may contact the Transportation Office (513-829-6603) to confirm your child's route, bus stop, and schedule information. Forms received after the start of school may take up to five days to be completely processed and the new arrangements added to routes.

Some daycare providers and babysitters also provide transportation. Parents should work directly with them if those services are to be used.

The Fairfield City School District also offers a latchkey program. All elementary schools offer latchkey before school and after school. The Intermediate School has after-school latchkey only. Please contact your child's school for more information.

We want your child's entire school day, including the morning and afternoon bus rides, to be as enjoyable as possible. To help with that, I have included with this letter some of the most frequently asked questions and answers about our school bus service. Please take a moment to review these to help you with your planning.

Sincerely,



Cathy Milligan  
Superintendent

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Attachment

**Fairfield City School District  
Transportation Department**

**Transportation Frequently Asked Questions**

These are some of the most commonly asked general questions that are received in relation to transportation of students.

**How can I find out the location and time(s) of my child's bus stop?**

- As soon as the bus routes and schedules are set, we will send a postcard to every Fairfield City School District student's home with their bus information. The information will also be posted at each school. The routes and schedules should be available in mid-August. If there are questions about the route or bus stop, please contact the Transportation Department.

**What are some helpful safety tips for riding the school bus?**

- Arrive at the bus stop five (5) minutes early. Wait in your "designated place of safety" (ten (10) feet away from the bus). This is a state-mandated location, determined by the bus driver, as a safe location for students to wait for the bus.
- While waiting, respect other individuals, their possessions, and surrounding property. Stand still and be cautious as the bus arrives.
- The district's responsibility begins when students board the bus and ends, in the afternoon, when the bus departs from the stop. It is recommended that elementary students be accompanied by parents/guardians to the bus stop.
- If you must cross the street to be picked up or dropped off, obey the driver's hand signal and cross ten (10) feet in front of the bus.
- Enter the bus calmly, sit in assigned seat and remain seated **at all times**.

**What is 'state minimum' transportation?**

- State law requires transportation only for students in grades K-8 who reside more than two (2.0) miles from school. With state minimums, grades 9-12 transportation does not have to be provided; however, a shuttle from the high school to a member vocational school is required. In addition, all school districts have an obligation to transport students with special needs as identified in those students' Individual Education Plans. At this time, Fairfield City School District provides transportation to all students that live in Fairfield and Fairfield Township. We are well above the state minimum and will continue to look at ways to decrease costs by extending some bus stops and walking areas.

**What is the maximum time a student may ride his/her school bus in Ohio?**

- There is no identified length of time that districts are obligated to meet. It is up to the school district to manage the length of time students ride their bus. Ride times vary by traffic, locality and numerous other criteria; therefore, ride times may vary for each school. The Fairfield City School District is committed to making them as short as possible.

**Are there state laws that set the standards for bus stop location?**

- Bus stop locations are determined by the Board of Education. Students in Ohio may be assigned to a bus stop up to one-half (.5) mile from their home. We encourage parents to accompany their child to the bus stop whenever possible. This teaches the child safe habits of walking to and from the bus stop and provides additional peace of mind to the parent.

**Are sidewalks required for my child to get to his/her bus stop?**

- While we understand this may be of concern in some situations, many students routinely walk safely in grassy areas along roadways to reach the bus stop. This is another important reason to accompany your child to the bus stop.

**I want my child to wait inside my house/car until the bus arrives at the stop. Is this allowed?**

- Ohio law requires children to be waiting at the bus stop prior to its arrival. The Fairfield City School District recommends students arrive at the bus stop five (5) minutes prior to the arrival of the bus. Bus drivers must count the students at the bus stop before they load and as they get on the bus to ensure all children are safely on board. If students are not waiting at the bus stop, the bus driver cannot count them. Therefore, the driver cannot be certain all the students are safely on board. Waiting at the bus stop before the bus arrives further ensures that no one chases after a bus, which is very dangerous.

**My child has an IEP (Individual Education Plan) but special transportation is not being provided. Why is this?**

- A child who has an IEP only receives special transportation when the IEP team designates such as a "related service." If special transportation is not included on the IEP, your child will be transported similarly to regular education students. If you have questions regarding special transportation please contact the Special Services Department (513-829-4311).

**Who do I call if I have other questions?**

- Please feel free to call our Transportation Department (513-829-6603). It is open year round, including all summer.

FAIRFIELD CITY SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT  
211 Donald Drive  
Fairfield, Ohio 45014

Telephone: (513) 829-6603 Fax: (513) 829-6821

2011 - 2012 School Year

**USE THIS FORM TO REQUEST TRANSPORTATION TO/FROM  
SITTER/DAYCARE IN THE SAME ATTENDANCE AREA**

Date \_\_\_\_\_

*Complete and return to the above address by June 15.*

SCHOOL YOUR CHILD WILL ATTEND IN 2011 - 2012 \_\_\_\_\_  
(Please use one form for each child)

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF PARENT OR GUARDIAN \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

SITTER/DAYCARE NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

SITTER/DAYCARE ADDRESS \_\_\_\_\_

CHECK ONE OR BOTH OPTIONS LISTED BELOW:

\_\_\_ **PICKUP** I am requesting that the above named child be picked up at the bus stop closest to the sitter/daycare address as listed above.

\_\_\_ **RETURN** I request that the child listed above be returned to the bus stop closest to the sitter/daycare address as listed above.

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_

ACTION BY TRANSPORTATION DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

Approved and drivers notified.