



How Do I Obtain Transportation for My Child for the 2005-2006 School Year?

Guilford County Schools strives to provide safe, efficient transportation for all eligible students. As we approach the 2005-2006 school year, we want to ensure that each student's transportation is accounted for from the first day of school. We have compiled the following information to help you determine what steps, if any, you need to take to obtain transportation for your child.

Below are six cases that identify possible school and transportation situations. Each case explains whether or not a transportation request form is required. On the back of this document you will find the **Statement of Guidelines for Transportation Services 2005-2006** which describes basic eligibility for school bus transportation.

The deadline for submitting transportation request forms is **July 15, 2005** (*unless otherwise noted*). Forms **must** be submitted to ensure your child has a transportation assignment on the first day of school. Once school bus routes are announced, additional stops will not be added until the sixth day of school.

REGARDLESS OF YOUR CASE, if any of your information changes after you have submitted the transportation request form for this year, you will need to RESUBMIT a new transportation request form. If you need to resubmit a form, please clearly indicate that you are updating information.

Please note that there are three different forms. The form for cases 1, 2 and 3 are available online at <http://www.guilford.k12.nc.us/transportation/2005-2006requestform.pdf>. The form for Cases 4 and 5 (High Point Choice Plan) was included with assignment letters (Case 4) and will be sent home to students in Case 5 (current ninth-graders). The form for Case 6 (magnet schools and high school options) was mailed with acceptance letters. If you need an additional copy of the transportation request form for Cases 4, 5 or 6, please contact the student assignment office at 336-370-8303 or 120 Franklin Blvd, Greensboro, NC 27401.

Bus routes will be available at schools and posted on the GCS Web site (www.guilford.k12.nc.us) on or before August 10

CASE 1

My child is enrolled in a "traditional" school and will attend the SAME school next year.

You do NOT need to complete a Transportation Request Form UNLESS:

- Your child does not currently ride the bus, but will next year
- You move to another address

CASE 2

My child is enrolled in a "traditional" school, but will move to the next level school next year: (*e.g. moving from elementary to middle school or moving from middle to high school*)

You DO need to complete a transportation request form. These forms are available in the office of your child's school or online at <http://www.guilford.k12.nc.us/transportation/2005-2006requestform.pdf>

CASE 3

My child will be entering kindergarten next fall:

You DO need to complete a Transportation Request Form. These forms are available in the office of your child's school or online at <http://www.guilford.k12.nc.us/transportation/2005-2006requestform.pdf>.

CASE 4

We live in High Point and my child will be a ninth-grader at Andrews, Central or Southwest High School in the fall:

You DO need to complete a Transportation Request Form to arrange for transportation.

- Assignment letter and transportation request form were sent to students accepted for High Point High Schools (Contact the student assignment office at 336-370-8303 for additional forms)
- Students wishing to arrange for transportation should return a completed transportation request form and a copy of their assignment letter to the GCS Transportation Department by mail or fax (see above)
- Upon receipt of the transportation request form, the GCS Transportation Department will send a notification post card to students via U.S. mail. This postcard serves as the student's receipt of submission of the transportation form. (*If you do not receive this receipt within seven business days after submitting your request form, call GCS Transportation at 336-370-8920*)

CASE 5

We live in High Point and my child will be a 10th-grader at Andrews, Central or Southwest High School in the fall:

You DO need to complete a Transportation Request Form to arrange for transportation.

- Transportation request forms were sent to students currently in ninth grade at High Point High Schools (contact the student assignment office 336-370-8303 for additional forms)
- Students wishing to retain or arrange for transportation for next year should return a completed transportation request form to the GCS Transportation Department by mail or fax (see above)
- Upon receipt of the transportation request form, the GCS Transportation Department will send a notification post card to students via U.S. mail. This postcard serves as the student's receipt of submission of the transportation form. (*If you do not receive this receipt within seven business days after submitting your request form, call GCS Transportation at 336-370-8920*)

NOTE: If your child is in the 11th or 12th grade at Andrews, Central or Southwest High School, please refer to Case 1 above.

CASE 6

My child will be attending a magnet school or high school option (returning and new students) next year:

You DO need to complete a Transportation Request Form to arrange for transportation.

- Acceptance letter and transportation request form sent to students accepted for magnet/options programs
- Students wishing to arrange for transportation should return a completed transportation request form and a copy of their acceptance letter to the GCS Transportation Department by mail or fax (see above)
- Upon receipt of the transportation request form, the GCS Transportation Department will send a notification post card to students via U.S. mail. This postcard serves as the student's receipt of submission of the transportation form. (*If you do not receive this receipt within seven business days after submitting your request form, call GCS Transportation at 336-370-8920*)



Statement of Guidelines for Transportation Services 2005-2006

TRANSPORTATION REQUEST PROCESSING TIME RULE. Parents/guardians of new students or, who have changed addresses and who desire school bus transportation must complete and submit a Transportation Request and submit it to the school or Transportation Department. Because of US Office of Civil Rights guidelines and State of North Carolina tort liability considerations, parents/guardians of new students and those students who move must plan on providing their own transportation for up to five (5) business days while the GCS Transportation Department sets up a bus stop location for their student(s). Students are not permitted to ride a school bus until these arrangements have been made and the parent/guardian and school principal are notified by the GCS Transportation Department.

ELIGIBILITY FOR SCHOOL BUS TRANSPORTATION SERVICES. To qualify for school bus support, the actual residence of the student must be within the attendance zone of the school and outside of the "no bus transport" zone as specified in North Carolina General Statute 115C-246 (b), quote:

"Unless road or other conditions shall make it inadvisable to do so, public school buses shall be so routed on state-maintained highways that the school bus, to which such pupil is assigned, shall pass within one mile of the residence of each pupil, who lives **one and one half miles or more** from the school to which such pupil is assigned."

School bus transportation will not normally be provided to a student who resides outside the attendance zone of a school. This transportation is the responsibility of the student's parent or guardian. However, transportation services **may** be provided, on a space-available basis, if the student's application to attend an out-of-district school has been approved by the Director of Student Assignments and the parent(s) makes written application to and **space-available** transportation is approved by the Transportation Department Route Operations Supervisor (ROS). The primary criterion for ROS approval is the availability of seat space for the student to ride the bus and not violate Title 16, North Carolina Administrative Code, Subchapter 6B, paragraph .0002 (b). If approved, the ROS will designate the bus stop the student should board/deboard at on an existing bus route supporting the out-of-district school. This space-available school bus transportation is subject to cancellation with five days notice for either a route change or, lack of seating space. In either case, the ROS will attempt to locate another space-available bus stop for the student and notify the parent(s) of the bus stop change or, of non-availability.

GUIDELINES FOR BUS STOP PLACEMENT: School bus stop placements are governed by safety considerations and TITLE 16, NORTH CAROLINA ADMINISTRATIVE CODE, ELEMENTARY AND SECONDARY EDUCATION, NORTH CAROLINA STATE BOARD OF EDUCATION, .SUBCHAPTER 6B - STUDENT TRANSPORTATION SYSTEM. **Safety considerations** include, but are not limited to, road and traffic conditions, availability of walkways, age(s) of the student(s) and proximity of other students transported to the same school. The following criteria are contained in TITLE 16, NORTH CAROLINA ADMINISTRATIVE CODE, ELEMENTARY AND SECONDARY EDUCATION, NORTH CAROLINA STATE BOARD OF EDUCATION, .SUBCHAPTER 6B - STUDENT TRANSPORTATION SYSTEM and are quoted for your information:

".0004 (b)A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3 or special education pupils."

".0004 (c) Unless safety factors require otherwise, superintendents may not plan bus stops closer together than 0.2 miles. Each student must be at the designated stop at the time of the bus arrival."

GUIDELINES FOR CHILD CARE STOPS: Transportation to/from child care locations is governed by the Guilford County Schools Child Care Center Pick-up/Drop-off Procedures Statement dated August 18, 2003. A copy of that policy may be obtained from your school office or from the Administrative Assistant in the Transportation Department by calling 370-8920. Most school offices maintain a list of current child care locations which receive school bus support to/from that school. The addition of a new child care location to a bus route is limited to those child care facilities, which meet the criteria stated in the August 18 Procedures letter. The addition must be requested in writing and approved by the GCS Director of Transportation. School bus transportation to/from a child care location which requires the student to change buses at a school is subject to the school principal's approval and available bus seat space. This space-available school bus transportation is subject to cancellation by the Transportation Department with three days written notice to the school and parent/guardian if bus routes change or, students who are entitled by statute or administrative code to ride the bus fill the bus to capacity. In case cancellation of space-available transportation to/from a child care center is necessary, the last student added will be the first student canceled.

PROCESSING TIME: The Transportation Department will process your application within five business days of receipt. If you have not had a response to this request in five days, contact the Route Operations Supervisor at 336-370-8920.