



NOAH WEBSTER SCHOOLS - MESA STUDENT TRANSPORTATION SERVICES



Please read this letter carefully in order to understand the requirements

Please note that submission of a *Request for Bus Service* form does not guarantee that your child will be able to ride the bus. Bus service at Noah Webster is limited, so we are not able to satisfy all requests. Most of our bus routes will be largely pre-filled with returning students; this means that for some routes we will have very little, if any, ability to add new students and/or new areas to our bus service.

Request for Bus Service forms: There are two forms for requesting bus service; one for the AM Morning pick-up and one for the PM Afternoon drop-off. **Both forms must be filled out if you are requesting busing both to and from school.** These forms are valid only for one school year. New forms must be filled out and returned during the re-enrollment period (usually in March). **You must re-submit new forms every year to stay on the bus or, if on the waiting list for a bus, to stay on the wait list to be considered for busing.**

Currently Assigned Riders: Once your child is assigned to ride a bus route, you must re-enroll them during the school re-enrollment period in March in order to keep your assignment for the following year. The forms **must be returned by the re-enrollment cut-off date to keep that child on the same bus.** Failure to submit on time will result in your bus application being processed on a first come-first served basis, with no guarantee of getting a place on the bus. If you have moved and need to change routes, you will be considered as a new request for that route. As much as is possible, newly enrolled siblings of current riders will receive preference in bus assignments. **You will lose your seat on the bus if you fail to return the forms ON TIME.** **If you do not return the forms at all, that will be interpreted as you wishing to have your child removed from the bus.**

New Requests: If your child is not currently assigned on a bus route, your application to ride the bus will be processed on a first-come first-served basis until that route is filled. **Initially, you will be on the Wait List. Due to the drivers need to familiarize themselves with their students, we do very few new bus assignments during the first three weeks of school.** We will add riders to a route until it reaches allowed capacity. After that, applications will be placed on the Wait List.

Wait List: If you are not notified that you are on a bus, that means you are on the waiting list. We will not make phone calls to those not assigned to a bus. **Submitting the request form puts you on the Wait List.**

Non-Use of Bus: Busing is a limited resource that we cannot afford to waste. We ask that if you request bus service, and are assigned to a bus route, to please use it. If you are not using the bus, please contact the school and have your child removed from the bus roster. Anyone that **consistently** fails to use the bus they are assigned to may be removed to make room for those on the Wait List. You will be contacted prior to the removal taking effect.

Walk Zone: The area within a one (1) mile radius of the school site is considered a walk zone for Noah Webster Schools Mesa. **No Request for Bus Service will be fulfilled if your child lives within the walk zone of the school.**

Stop Locations: Students are assigned to whichever existing stop is closest to their requested address. This may require you to drive to that stop. We do not create new stops during the school year.

Early/Late Buses: We do not have bus service to the same area twice. The “early” and “late” buses refer to the first and second route for each bus, which go to entirely different areas. We have five buses servicing ten routes, so there are no “activity” buses; only regular route buses, with each bus servicing two distinct routes.

Route Time Switching: We switch the early and late routes **every two years.** This means that the early routes become late routes, and that the late routes become the early routes. Upcoming switch years are the 2018-2019 school years. Scheduled times for stops on each route will not be available until the enrollment process has been completed and the routing has been finalized, usually in early June.

Confirmations: We mail (or email) out busing confirmations to the majority of assigned bus riders soon after the end of the current school year. During the school year, notifications are made by telephone (if possible), with printed notices sent home with the student or by email when possible.