



2018-09-13

Busing Update

Please read the following message carefully. There are very important details pertaining to bus stops, courtesy seating requests, and other transportation policy items.

1. Bus Routes and Stops

Over the past few days, our bus routes and stops have been re-mapped to align with NLESD policy. Please note the following bus routes and stops. We will be using the **Route** and **Stop #'s** to identify the bus stop assigned to each child.

Driver: Alvin Manual (ROUTE 20)

MORNING RUN	SCHOOL	PICKUP TIME*	Stop # / LOCALITY	
North Side	Hillview Acad.	8:06am	(1) 358 Main St.	
			(2) 304 Main St.	
			(3) 286 Main St.	
			(4) 241 Main St.	
			(5) 228 Main St. Mail Boxes	
			(6) 220 Main St.	
			(7) 166 Main St.	
			(8) 162 Main St.	
			(9) 128 Main St.	
			(10) 120 Main St.	
			(11) 104 Main St.	
			(12) 67 Main St	
South Side	Hillview Acad	8:27	(13) 489 Gillingham Ave.	
			(14) 462 Gillingham Ave.	
			(15) 421 Gillingham Conv. Store	
			(16) 409 Gillingham Ave.	
			<i>Courtesy Stop</i>	(17) 365 Gillingham Ave.
			(18) Catholic Church	
			(19) 199 Citizen's Dr.	
			(20) 171b Citizen's Dr.	
(21) Pentecostal Church				
		8:40	Hillview Acad.	

EVENING RUN	SCHOOL	PICKUP TIME*	LOCALITY
	Hillview Academy	2:40pm	Reverse PM.
			Bus Meets High school bus at
			Valley Lounge
	*all times are approximate		

Driver: Dan Penton (ROUTE 21)

MORNING RUN	SCHOOL	PICKUP TIME*	Stop # / LOCALITY	
Sandy Point	Hillview Acad.	8:00am	(1) 47 Sandy Pt. Rd.	
			(2) 10 Sandy Pt. Rd.	
South Side		8:15	(3) 8 Gillingham Ave.	
			(4) 16 Gillingham Ave.	
			(5) 45 Gillingham Ave.	
			(6) 73 Gillingham Ave.	
			(7) 373 Citizen's Dr.	
			(8) 349 Citizen's Dr.	
			(9) 197 Citizen's Dr.	
			(10) 151 Citizen's Dr. (Cent. Food Mart)	
			(11) 133 Citizen's Dr.	
			<i>Courtesy Stop</i>	(12) 95 Citizen's Dr. (BG Club)
				(13) 27 Citizen's Dr.
	(14) 29 Gillingham Ave.			
		8:40	Hillview Acad.	
EVENING RUN	SCHOOL	PICKUP TIME*	LOCALITY	
	Hillview Academy	2:40pm	Reverse PM.	
	*all times are approximate			

2. Courtesy Seating Requests

If your child lives inside of the 1.6km zone, a **Courtesy Seating Request Form** must be submitted in order to gain access to the nearest approved bus stop location. Upon approval, your child will be able to access the bus at the assigned stop.

Please note that two **Courtesy Stops** have been added to our bus routes. These stops have been added to accommodate students that live inside of the 1.6km parent responsibility zone. These stops have been approved by the NLESD on a trial basis.

3. Boys and Girls Club

The Boys and Girls Club (95 Citizen's Dr.) has been added as a courtesy stop. Parents must use the **Courtesy Seating Request Form** to request that their child be dropped off at this location. Only **APPROVED** students will be permitted to get off the bus at the BG Club. It is the responsibility of the parent to ensure that their child is aware of where they getting off the bus...HOME or BG CLUB.

Please note that **Dan Penton's bus (Route 21)** has been assigned to this stop; this will mean that all approved BG Club students will have to ride Dan Penton's bus during the evening run. If students are not using the BG Club stop, then they will ride on their regular bus.

Alvin Manuel's bus (Route 20) will not be stopping at the BG Club.

4. Other Important Points

1. As per NLESD policy, a **parent/guardian of Kindergarten students MUST be present at the bus stop location during pick-up and drop-off**. This will help ensure the safety of our smallest passengers. If a parent is not present at the curbside, the driver is instructed to return the student to the school at the end of the bus run; at that point parents will be contacted to pick up their child.
2. Each student that is eligible for busing will be assigned to a bus stop; this will be considered their **"home stop"** close to their permanent residence.

It is important to note that students can only be dropped off at the designated "home stop".
We do not issue "bus passes" for temporary changes to bus stops. If a child needs to be dropped at another location, it is the responsibility of the parent/guardian to get them there.

Bus drivers will only be dropping students at their approved "home stops", or approved "courtesy stops".

If a child needs a more permanent change to a bus stop, (i.e. after-school child care, boys and girls club programs) the parent/guardian needs to complete a **Courtesy Seating Request Form**. This form is attached below and is also available for download from our web-site. Request approval is not automatic and will require time for processing at the school level.

We appreciate your patience and cooperation in this matter.

Sincerely,



Mr. P. Wheeler
Principal

Courtesy Seat Request Form



FOR COMPLETION BY PARENT/LEGAL GUARDIAN:

School: _____ Date: _____

Student 1: _____ Grade: _____ DOB: _____ Homeroom: _____

Student 2: _____ Grade: _____ DOB: _____ Homeroom: _____

Student 3: _____ Grade: _____ DOB: _____ Homeroom: _____

Parent/Legal Guardian: 1. _____ 2. _____

CIVIC ADDRESS - Street #: _____ Street Name: _____ Community: _____

Current bus route assigned to: _____ (if applicable)

REQUEST OPTIONS:

A) Courtesy Seat on bus route (other than your assigned one) and bus stop: _____ / _____

OR (route request) (bus stop request)

B) Change in bus stop along your assigned route: _____
(bus stop request)

Duration for which you are requesting this Courtesy Seat or Bus Stop:

Start date: _____ End date: _____

Note: maximum - all of current school year, minimum - 1 week

Rational for Request:

I, _____ wish to have my custodial child(ren) (indicated above) avail of a courtesy seat(s) as defined by the Newfoundland and Labrador English School District. I understand that, if approved by the school administrator, this approval can be rescinded at any time (1 weeks notice) if the seat(s) is required for an eligible student or in extenuating circumstances at the discretion of the District.

Parent/Legal Guardian Signature: _____

FOR SCHOOL COMPLETION ONLY:

School: _____ Contractor/Board Owned Depot: _____

Student: _____ Approved: Not Approved:

Route: _____ Bus Stop: _____ Start/End Date: _____

Student: _____ Approved: Not Approved:

Route: _____ Bus Stop: _____ Start/End Date: _____

Student: _____ Approved: Not Approved:

Route: _____ Bus Stop: _____ Start/End Date: _____

School Administrator Signature: _____ Date: _____

If APPROVED, a copy of this section ONLY must be distributed to the Contractor or Local District Student Transportation Representative (if applicable to Board Owned Services)
