

Berkshire Local Schools Transportation



To: Parents/Guardians of Burton - Ledgesmont Elementary Students
From: Suzanne Steinhoff, Transportation Manager

Dear Parents/Guardians;

I want to take this opportunity to welcome you, and let you know about the transportation your child will have with Berkshire Schools. The most important aspect of our job is to make sure the safety of the students we transport on our buses every day is first and foremost in our actions. Therefore, there are policies we have in place to make sure this happens.

School dismisses from Burton elementary at 3:15 M,T,W and F, 2:30 on Th. Ledgesmont elementary dismisses at 3:30 M,T,W,F and 2:45 Th. Please be prepared for your child to arrive anytime between then and their scheduled arrival time. Occasionally a bus will not be full due to club night, classroom parties, etc. and may arrive at your stop early.

One policy that we have in place is, if your child is Kg through 3rd grade, we will not drop your child off if it appears that there is no one at the bus stop. We require a parent or their designee to be visible to the driver when the bus arrives at your bus stop in the afternoon. If this does not happen, our protocol is to have the driver radio in, and a phone call will be made to you to ensure that a parent/sitter is present to receive your child. If we are not able to contact you, the bus will continue on the route and keep your child on the bus until we are in contact with a parent or guardian. If you feel your child is capable, **you may submit in writing, your permission to release your child with no supervision.**

We hold the safety of our children with the utmost regard, and want to thank you in advance for your cooperation and understanding with this matter.

We do have a policy in place that your child's pick up and drop off location be on a consistent basis (5) five days a week. We do not approve bus passes on a daily basis, it becomes too confusing for staff and students as we must track over 600 students daily. However, we do understand the need for daycare. Your pick up address can be different from your drop off address but they need to be consistent (5) days a week. If an emergency arises, please call my office at (440)834-3380 ext. 2111 or your child's school and we can work with you.

Please have your student out at the bus stop 5 minutes before the arrival of the bus. Any delay boarding the bus will make the children late to class. They must be in their place of safety, 10-15 feet from the edge of the road, visible to the bus driver (not in a car or in the house).

We do not allow students to get on/off the bus at each other's homes. Bus stops are assigned and board approved at the beginning of each year. If a bus stop needs to be changed it will be on a permanent basis. This must be submitted in writing 5 school days in advance.

We have very professional, caring drivers in our district who only have the safety and welfare of your child as their focus. Please be patient with us in the beginning of the year as we fit new students into our routes. The routes may differ slightly from last year but I do not foresee any big changes. In time you will be able to set your watch by the arrival of the bus at your stop :-)

We look forward to taking care of your children on their ride to and from school. If you have any questions, please do not hesitate to call me.

Thank You in advance for your patience,

Suzanne Steinhoff, Transportation Manager
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