

Transportation Policies

Updated June, 2018 Darlene Mortine

Each day we transport over 4,000 students throughout 37 square miles of our school district. That's over 2,800 road miles per day! We appreciate your cooperation with our Transportation Policies, which support our mission: **To reliably serve the Licking Heights School District with safe and effective transportation of students within a supportive and respectful environment.**

General

Students who are in Kindergarten are automatically added to our bus routes to be transported to and from their home address. Students in grades 1-12 must opt-in for transportation. After opting in, the student will be added to our bus routes to be transported to and from their home address.

If your child's transportation schedule is anything other than being transported from and to their home address every day, you must complete an [Application for Bus Transportation](#).

Morning Pick-Up

Students in grades K-2 will generally be picked up at their pick-up address. Students in grades 3-12 will generally be designated a bus stop that is within seven (7) neighborhood houses from their pick-up address.

Students with a pick-up address in an area where buses can't travel, such as an apartment complex, small rural roads, courts, or no-outlet roads without a safe turnaround will be designated a bus stop that is as close as possible to their pick-up address.

Students are to be at their bus stop at least five (5) minutes before their designated pick-up time. Students who are picked up at their pick-up address may wait indoors in inclement weather, but they must be ready to go and watching for the bus at least 5 minutes before their designated pick-up time. Buses cannot return to stops for students who miss the bus.

Afternoon Drop-Off

Students in grades K-2 will generally be dropped off at their drop-off address. Students in grades 3-12 will generally be designated a bus stop that is within seven (7) neighborhood houses from their drop-off address.

Students with a drop-off address in an area where buses can't travel, such as an apartment complex, small rural roads, courts, and no-outlet roads without a safe turnaround will be designated a bus stop that is as close as possible to their drop-off address.

Kindergarten students must have an authorized adult present in order to be released from the bus. If an authorized adult is not present, we will attempt to contact the adults listed on the student's Emergency Medical Authorization. In the event we are unable to reach an authorized adult, or an authorized adult cannot arrive at the designated stop within a reasonable amount of time, the student will be returned to school and must be picked up there by an authorized adult.

Students in grades 1-12 will be released without an authorized adult present. Please ensure your student has a "**plan b**" and knows what to do in the event they are unable to enter their house.

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Pick-Up and Drop-Off Schedules

We encourage families to have one morning pick-up location and one afternoon drop-off location. Having a consistent schedule each day allows Licking Heights to provide the safest and most effective transportation for your student.

We can accommodate varying pick-up and drop-off schedules with proper documentation of the student's schedule on the [Application for Bus Transportation](#). Schedules must remain the same each week. For the safety of all students, we cannot vary from your student's transportation schedule unless a permanent change is made. **Due to the size of our district and the amount of riders, temporary changes are not permitted.**

For students in grades K-4, varying schedules can only be accommodated if both addresses are located in the same zone.

Families with court-ordered shared parenting on a rotating schedule must have the divorce decree that includes the shared parenting schedule on file with the District Office. In addition, parents must provide a written schedule to the Transportation Office no later than the 20th of each month for the following month. For students in grades K-4, rotating schedules can only be accommodated if both addresses are in the same zone.

West and South School Zone Assignments

Students in grades K-4 are assigned to either West or South based on the geographic location of their home address. ***The district cannot accommodate requests to be placed in an elementary school that is outside the designated zone of the student's home address.***

SHARED PARENTING

The student's zone is determined based on the address of the court ordered School Placement Parent.

CHILDCARE PROVIDERS

Childcare provider addresses are not used to determine zone assignments. All zone assignments are based on the student's address or the address of the School Placement Parent.

TRANSPORTATION

Transportation can only be provided within the student's designated zone. We cannot provide transportation from or to an address that is not within the student's assigned zone.

Transportation Changes

All changes to your student's transportation must be submitted using the [Application for Bus Transportation](#). All changes in transportation require advance notice of at least three (3) school days.

NEW ADDRESS

If you move, you must provide proper proof of residency to the School Secretary or the District Registrar before a transportation change can be made.

TEMPORARY CHANGES

For the safety of all students, temporary transportation changes are not permitted.