



## 2023-24 BUS TRANSPORTATION

Dear Parents:

All students riding the bus for home-to-school transportation are required to submit the attached 2023-24 Bus Application Form and the Ridership Agreement Form by **August 18, 2023**. The information in the application is needed so that we can contact you in case there are changes to the bus schedule or emergency notifications.

**Do not** fill out these forms if your child will only ride the bus for field trips.

**Do not** fill out these forms if your child will only ride the bus from the St. Helena Primary School (SHPS) to the Boys and Girls Club at the St. Helena Elementary School (SHES) in the afternoons. A separate form (“2023-24 Boys and Girls Club Transportation Form”) will be available on the SHPS website for Club transportation only.

**Bus Routes and Bus schedules:** The 2023-24 routes are posted on the district website at [www.sthelenaunified.org](http://www.sthelenaunified.org) these routes are subject to change. Copies of the bus application are also available at the school sites and at the District Office.

### TRANSPORTATION RULES:

The bus driver tries to stay as close to the designated pick up and drop off times as possible. To ensure punctual bus transportation, please follow the rules listed below

- Students and Parents/Guardians will need to be at the designated pick up/drop off spots at least 5 minutes prior to pick up/drop off times.
- The bus will not wait past the designated pick-up time.
- The bus will not stop if students are waiting in cars or at an undesignated spot.
- Students will only be released to their parents/guardians. To have a student released to another adult, the parent must give approval in advance to the transportation department (space is provided on the Bus Application to list the other adults who have your permission to pick up your child from the bus stop). All adults must show identification to verify their identity.
- If there is no one there to pick up your child, the bus will bring him/her back to school. The bus will not wait for you to arrive nor will it make a second attempt to drop them off.
- No skateboards, pets or animals will be transported on the bus.

For the complete list of bus rules, please go to our website @ <http://www.sthelenaunified.org>, under Departments>Transportation>Bus Rules.

Sincerely,  
Andi Stubbs  
Chief Business Official, St Helena Unified School District

