

OLENTANGY | LOCAL SCHOOLS



DEPARTMENT OF TRANSPORTATION

2685 3B's and K Road

Galena, OH 43021

May 8, 2018

Dear Parents/Guardians:

The Department of Transportation welcomes you to the Olentangy Local School District's school bus transportation operation for the 2018-2019 school year. We hope that your experience with school transportation will be a pleasant one for both you and your child.

Attached please find the 2018-2019 Non-Public Transportation Request Form. This vital information enables us to transport your child safely and to notify you or your emergency contact should a need arise. A separate form is required for each child that needs transporting and is to **be completed and returned by fax, email or mailed to the designated address no later than Wednesday, June 20, 2018.** Transportation information for the new school year will be available at your school's Open House or by calling our office at 740-657-4080.

In an effort to make this a positive experience, there are a few details that you should know. The Olentangy drivers expect a parent, older sibling or other adult to meet kindergarten and first grade students at the bus stop. Should this condition not be met, your child could lose their transportation privileges. If, however, you prefer that your child be discharged from the bus upon arrival at the bus stop in your absence, you must provide this in writing with your signature to our transportation office. Additionally, if your child needs to be dropped at a different stop or has a friend riding with them, parents need to submit a note to the school. The school principal /designee will sign the note and the student will submit it to the driver.

To maximize communication between our department and our non-public families, it is our desire to be able to contact parents by the most efficient means -- either by e/mail, text or phone call. In order to achieve this goal, we are requiring that *a new Non-Public Transportation Request Form be completed and submitted each school year*. If your transportation needs change during the school year, please remember to notify our office with any updates and allow 72 hours for those corrections to be completed.

We look forward to providing transportation for your child in the 2018-2019 school year. Please feel free to contact us at any time with questions or concerns about your child's transportation.

Sincerely,

A handwritten signature in cursive script that reads "Lori Carter-Evans".

Lori Carter-Evans
Director of Transportation

Attached: *2018-2019 Non Public Transportation Request Form*