

## Essence Prep Transportation Information Sheet

### Transportation Overview:

**Bus vendor: First Student**

**Transportation hotline Number: (726) 727-3416**

### Student Drop-Off Guidelines:

Grade:	Action Required by Driver and Parent:
SPED, K, 1 and 2	<b>Eye-to-Eye Drop Off:</b> Students will only be dropped off when an authorized adult is physically present at the designated stop and can make direct "eye-to-eye" contact with the driver to confirm a safe handoff. Adults must also wait outside with students at the pick-up location. If an authorized adult is not present at drop-off, the student will be returned to school.
Grade 3-12 GenED	Students are allowed to be dropped off or picked up without an adult present.

### Frequently Asked Questions:

FAQ	Answer	Next Steps
What is the closest stop to my house?	Text into the hotline and a customer service representative can let you know which community stop is closest to your address.	Text into the hotline and a customer service representative will help update your student's transportation schedule.
I would like to use a different AM and PM stop	Text into the hotline and a customer service representative can let you know which community stop is closest to your address.	Text into the hotline and a customer service representative will help update your student's transportation schedule.
Bus hasn't passed/didn't stop	Be sure to be <i>outside</i> at the bus stop (not waiting inside your car) 10 minutes before the scheduled pick-up time and allow for as much as a 10-minute delay after the scheduled time.	After 10 minutes beyond the scheduled pick-up time, text or call the <b>transportation hotline (726)727-3416</b> .
I feel my stop is unsafe and I wish to request a new stop location	The transportation hotline may be able to find an alternative stop location, but not in all cases. Stop changes may take up to 2 weeks to implement. Please report the unsafe stop.	Report all your concerns and details to the transportation hotline so they can work with the school on possible options.

<u>Scholars</u>	<u>Parents</u>
<ul style="list-style-type: none"> <li>• Be outside at your assigned stop 10 minutes prior to scheduled pick-up time</li> <li>• Stay seated and keep your head or arms inside the bus/vehicle</li> <li>• No object is to be thrown into, out of, or inside the bus/vehicle</li> <li>• No fighting, yelling or cursing</li> <li>• Harassment or intimidation of others is not permitted</li> <li>• The rear emergency exit is only to be used in an emergency or upon the direction of the driver or other authority</li> <li>• Destruction or defacing of bus/vehicle or is prohibited - you may be held responsible for repairs if required</li> <li>• No food/drink</li> </ul>	<ul style="list-style-type: none"> <li>• For safety reasons, please do not board the bus at any time</li> <li>• All questions/concerns should be directed to the transportation hotline, not the driver at the time of pick up or drop off</li> <li>• Updates on address changes should be submitted to the campus front office and to the transportation hotline</li> <li>• If your student damages the bus, you may be responsible for repairs if required</li> </ul>
<u>School</u>	<u>Transportation Hotline</u>
<ul style="list-style-type: none"> <li>• Essence Prep will direct all parent questions and concerns to the transportation hotline</li> <li>• Transportation route copies with bus stops and times available for parents in the front office and on the school website</li> <li>• Campus staff will follow up with students and parents when behavior expectations are not met</li> </ul>	<ul style="list-style-type: none"> <li>• Track buses with GPS to and from school</li> <li>• Communicate with schools and families on route statues</li> <li>• Proactive alerts to families and schools of any delays with buses</li> <li>• Respond to text messages from parents within 5 minutes</li> </ul>