



*MIAMISBURG CITY SCHOOLS  
TRANSPORTATION DEPARTMENT*

*Michael Reed, Transportation Supervisor  
937-866-1283  
Hours of Operation: 6 a.m.-5 p.m. M-F*

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Dear Parents of Kindergarten Students:

Allow me to welcome you to the Miamisburg City Schools. For many of you, this will be your first experience with school bus transportation, so please allow me to answer some of the most frequently asked questions. Our goal is to provide safe reliable transportation for your children. Parents, guardians and childcare providers play an important part in attaining that goal.

**1. Will the pick up and drop off times be consistent?**

During the first week of school, our pick up and drop off times might vary due to unforeseen circumstances. Please be patient with us during this time. After the adjustment period, times should be consistent. Kindergarten routes have a tendency to change depending on which students ride. Parents receiving kindergarten students should be out at the **driver-designated place of safety 5 minutes before** the scheduled drop off time.

**2. Will the school bus pick up my child in front of the house?**

No, your student will be assigned one Board approved school bus stop for both your AM/PM and mid-day bus stop. Every consideration shall be made to designate a stop location that provides for maximum safety of pupils per **ORC 3301-83-13. Drivers cannot alter stop locations per ORC 3301-83-20(B). EXCEPTIONS TO STANDARD PRACTICE:** *School bus drivers are not permitted to travel down cul-de-sacs, into apartment complexes or any other streets where vehicle safety will be an issue.*

**3. If my child misses the bus, how is he/she supposed to get to school?**

The parent is responsible for having the student ready and at their designated place of safety **no less than five minutes before** the scheduled pick-up time. If the bus is on time and the student is not waiting at **the driver-designated place of safety**, the driver **will not** return to pick the student up at later time. Taking your child to catch the bus at another stop is also not permitted per ORC 3301-83-08(13). Please contact the Transportation Office at 866-1283 for information.

**4. Does someone need to be present at the bus stop?**

During the mid-day or late afternoon drop off the parent, guardian, child care provider or older sibling (grade 1 or higher) must be at the **driver-designated place of safety** before your kindergarten student will be allowed to exit the bus; if no one is present at the **driver-designated place of safety** to meet your child, they will be returned to school. The school administrator will notify the parent or guardian that their child has been returned and is to be picked up at the school office. Please make sure the schools have alternate phone numbers in case you cannot be reached at home.

**5. What if I need to change my pick up or drop off location?**

If you move, you should notify the school immediately, a minimum of three working days is required by transportation so that the route sheets and student information can be changed and forwarded to the drivers. It is extremely important that this rule be followed. Keeping a uniform schedule will help to eliminate any confusion from the school or the transportation department about the correct bus stop on any particular day. A permanent or

regular bus change for any reason other than moving must be submitted on our “Application for Alternative Transportation Form” and is subject to approval by the Transportation Office. The three days notice applies here as well. Other occasional changes may be submitted to the school in writing. For your child’s safety, no changes will be accepted from a telephone call. This form can be obtained at your child’s school, the Transportation Office or on our website [www.miamisburgcityschools.org](http://www.miamisburgcityschools.org) (click on Transportation).

**6. How will my child be identified?**

All kindergarten students should wear a note with name, address, phone, and bus number to and from school for the first two weeks. If it is necessary to send a note to school, it is helpful to pin the note to your child’s shirt for the teacher to find upon arrival. Your child should know their full name and phone number. Please indicate **ONLY** the bus number assigned to your child via the E-Link program (See #8 below). Bus numbers change from year to year and an incorrectly noted bus number on your child’s tag can cause them to be placed on the wrong bus.

**7. How does Plan B kindergarten transportation work?**

Morning kindergarten students if there is a two-hour delay. Your student’s normal bus will pick up two hours later than usual, at the normal bus stop. Your student’s normal bus will drop off one hour later than usual, at the normal bus stop.

Afternoon kindergarten students when there is a two-hour delay that morning. Your student’s normal bus will pick up one hour later than usual, at the normal bus stop. Your student’s normal bus will drop off at the usual time, at the normal bus stop.

**8. How will I obtain my child’s bus information?**

Visit the district website ... [www.miamisburgcityschools.org](http://www.miamisburgcityschools.org) and click on the photo of the school bus seen on the main page. This will take you to the Transportation webpage. On this webpage you will see a link labeled <https://transportation.miamisburg.k12.oh.us/elinkrp> Access to bus information is obtained using your child’s issued Student ID Number. You may get a warning message about authorized website. This can be a trusted site and has been in effect for a year. If you have questions regarding your child’s assigned stop seen on this website please contact the Transportation Department at 866-1283.