



Northshore
School District

Transportation

3330 Monte Villa Parkway
Bothell, WA 98021
(425) 408-7900
FAX (425) 408-7902

2019-2020 Specialized Transportation Information (Parent/Guardian Copy)

Please complete both sides of the attached 2019-20 Special Education Transportation and Emergency Information form and return to; Attn: Transportation Department, 3330 Monte Villa Parkway Bothell, WA 98021 or scan and email to transportation@nsd.org. Do not email Pictures of the form.

Please review the following procedures for special education/preschool students.
We provide corner-to-corner bus stop locations for all students.

- **When your student will NOT be riding the bus to/from school, it is required to call Dispatch at (425) 408-7900 with at least 30 minutes notice.** If you call after hours; leave a voicemail. *PLEASE NOTE: DRIVERS ARE NOT TO USE PERSONAL CELL PHONES.
- **After three (3) days of attempting to pick up your child with no prior call out notice,** your student will be placed “**on-call**” for transportation. Meaning, parents will have to call Transportation on the days your student is planning to ride.
- If your child utilizes a car seat, safety vest, or seat belt, it may be necessary for the adult to secure the student as they load or unload the bus. Drivers may not get out of their seats while on the roadway unless assisting a wheelchair student.
- It is necessary for a parent/guardian or authorized adult to be available AT THE TIME OF YOUR SCHOOL’S DISMISSAL. Drop-off times may vary due to absentees and/or road conditions.
- Written consent is required for students to be released **without** being met by a parent/guardian or authorized adult. Such authorization can be found on the back of the attached Special Education Transportation and Emergency Information form. **Kindergarten and Preschool students are required to be released to a parent/guardian or authorized adult at the bus stop.**
- Please list any authorized adults that have permission to receive your student on the attached transportation form. To add additional persons, submit in writing to your driver or complete a Permission to Release form. Authorized adults must have photo I.D. **Students not met by an authorized adult will be returned to school.**

- Any changes in your information or your student's transportation plan, requires a minimum of **three (3) school days** to take effect. Changes must be communicated by emailing, filling out a bus stop change request, or submitting a new Emergency Information form.
- If you would like to cancel your student's transportation, please submit a cancellation form or email transportation.
- Students should be out and visible to the driver at the stop **five (5) minutes** before the designated pick up time.
- If your student requires a safety vest, please contact us for an appointment; students need to be properly fitted for a vest and signed out for the school year.
- All communication with drivers must go through Northshore Transportation dispatch.

If you have any questions, feel free to call us at (425) 408-7900 or email at Transportation@nsd.org.

Thank you for your careful attention to the operating standards and bus stop procedures. Drivers will be calling in August with your student's busing information.

Sincerely,
Northshore Transportation Team
(425) 408-7900