



AUSTINTOWN LOCAL SCHOOLS

Transportation Department
Angie Mraz, Director of Transportation
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Phone: 330/797-3901 Fax: 330/797-3955

Dear Parents or Guardians:

Transportation services for eligible resident students will be provided by the Austintown Local Schools Transportation Department. It is important that you are familiar with the transportation policies and guidelines which can be obtained by visiting the Austintown Schools Website.

TRANSPORTATION INFORMATION

Who Is Eligible to ride?

Your child **must** be a resident of Austintown in order to qualify for transportation. Open Enrollment students do **NOT** qualify for transportation.

How and when will I be notified of my child's bus schedule for the start of the new school year?

Bus Routes will be ready 1 week prior to the first day of school. Bus Route information, including pick up/drop off time, bus number and stop location, are available on the **Versatrans E-Link Parent Portal** posted on the school website under the Transportation page. Nothing will be mailed out to families.

LOGIN: Username: students firstname.lastname **PW:** xxxxxxxx (students date of birth, 2 digit month, 2 digit date and 4 digit year with no spaces slashes or dashes)

How can I see the bus location?

You can view the real time location of the bus (there is approximately a 30 sec delay). You can access it via smart phone by downloading the "**Versatrans My Stop**" App.

LOGIN: Username: students firstname.lastname **PW:** xx/xx/xxxx (students date of birth)

****Please have your student out waiting for the bus 5 minutes before the scheduled pick up time.*** Buses are NOT required to stop if students are not out.*

If I start after the first day of school, how will I find out my bus information?

Once Transportation is notified by the **registration office** that a new student is starting, the transportation office has **three (3) school days** to route that student. Bus Route information, including bus number and stop location, are available on the link posted on the school website under the Transportation page. If you click on "**Versatrans E-Link Parent Portal**", you will be able to see basic information. Nothing will be mailed out to families.

Can my child be picked up or dropped off at a babysitter's house or daycare facility?

Students may be transported to an alternate location within the boundaries of the district. An *alternate transportation form* must be completed each new school year. (Grades K-5 **ONLY**)

School bus rules and regulations:

Your child will receive a copy from the driver that is expected to be read, signed by you and your student, then returned TO THE DRIVER. As a reminder, the bus is an extension of the classroom. Failure to follow the rules and regulations may result in disciplinary action, including possible removal from the bus. Please review the rules with your child.

Phone numbers:

This is a reminder that the school district needs to have working phone numbers in case of an emergency and to receive important information from this department. OneCall alerts go out frequently from the Transportation department. If we do not have a working phone number, you will NOT receive the alert. Please remember to update the Transportation Department with any new phone numbers. Updating with the school or teachers will not guarantee an update for Transportation.

Registration:

The registration office handles all changes of address or new student registrations. Once we have received the information from registration, we will route the student accordingly. This will **NOT** happen for **three (3) school days.**

Drop off:

Students in grades K-2 will **NOT** be dropped off at home if there is no parent/guardian present. If you wish to have your K-2 student dropped off without a visible adult, you must complete a "Parent Responsibility Letter" and return to the driver. The form can be found on the school website under Transportation.

Important:

The first couple of weeks of school, buses may be running later than specified while drivers and students are learning their routes. Please be patient during this learning period and please be on time to meet the bus so as to not delay the other students.

Reminders:

Alternate Transportation Request (**Grades K-5 only**) - Must be re-submitted each new school year.
Shared Parenting Request - Must be re-submitted with required documentation each new school year.

All forms submitted after the start of school will **NOT** go into effect until 3 full school days after it was submitted.

All forms referred to in this letter are available to download at www.austintownschools.org under the transportation section, then under the forms and links section.

Sincerely,

Angie Mraz
Director of Transportation
Austintown Transportation Department