



Seattle Prep Morning Shuttle Contract — 2026–27

This document updates and replaces the prior 2025–26 Shuttle Contract. By signing Exhibit A, families consent to and acknowledge the terms herein, without duplicative collection of student/parent information.

1. Program Overview & Fees

Seattle Prep is pleased to continue offering morning-only student Shuttle transportation from West Seattle, South Seattle and the Eastside. Student shuttles run each morning, including late starts, half-days and testing days.

To avoid duplicate collection of student/parent information, all rider details, including student name(s), route selection, emergency contacts, and required acknowledgments—are captured only in Exhibit A (Morning Shuttle Permission & Emergency Authorization).

1.1 Routes and Stops (subject to change)

Shuttle #1 – West Seattle — \$1,070 per year (includes \$100 deposit)

- West Seattle Bowl – Bowling Alley, 4505 39th Avenue SW, Seattle WA 98116 @ 6:55 AM (8:40 late start)

Shuttle #2 – Eastside — \$1,200 per year (includes \$100 deposit)

- Mercer Island – Walgreens parking lot, 7707 SE 27th St @ 6:40 AM (8:20 late start)
- Joy Lutheran Church – 10420 SE 11th St (formerly S Bellevue P & R pickup) @ 6:55 AM (8:30 late start)
- Burgermaster – Intersection of 520 & 405 – 10606 Northup Way @ 7:10 AM (8:45 late start)

Shuttle #3 – South Seattle — \$1,070 per year (includes \$100 deposit)

- Saint Anthony Church – 416 S 4th @ 6:35 AM (8:15 late start)
- Saint Paul Church – 10001 57th Avenue South @ 6:50 AM (8:30 late start)
- Saint George School – 5117 13th Avenue S @ 7:05 AM (8:45 late start)

1.2 Billing, Deposits, and Assistance

- A \$100 non-refundable deposit per student is required to hold a seat. Deposits are applied toward the annual fee. Charges post to the student's Auxiliary Charge on a quarterly basis (November, February, May).
- Limited assistance may be available for qualifying families. For fee reduction or waiver, contact Financial Services.

If you have any questions regarding the shuttle program or transportation assistance, please contact Manny Ovena at financialservices@seaprep.org or 206-577-2138.

Mail the entire signed contract and the \$100. Non-refundable deposit to"

Seattle Preparatory School
Financial Services
2400 11th AVE E
Seattle, WA 98102

2. Shuttle Service Policies

The following policies are incorporated into and made part of this Contract:

2.1. Minimum Ridership Requirement

- Each shuttle route must maintain a minimum of five (5) regular riders to remain active.
- If ridership on a route falls below five riders more than three (3) times in a calendar month, the route may be cancelled or transitioned at the school's discretion. The school will provide (2) weeks' notice before cancellation or transition.

2.2. Mandatory Absence Reporting & No-Show Fee

To improve routing efficiency and avoid unnecessary stops:

- Parents/guardians must report student absences at least 24 hours before the scheduled pick-up time. Absence notifications must be sent to your driver via school email or text via the school approved Remind App.
- A student may receive up to three (3) absences with less than 24 hours' notice per month. If a family fails to report an absence more than three (3) times in a month, each additional unreported absence within the same month will incur a \$20.00 no-show fee per day.

2.3. Route and Stop Adjustments

- Shuttle stops may be modified at the school's discretion.
- If, due to cancellations or frequent no-shows, a stop no longer has consistent or regular riders, the stop will likely be removed from the schedule.
- Families will receive timely notice of any adjustments to stops or routing.

2.4. Administration & Notices

Notices regarding program adjustments (including route transitions, stop changes, or fee updates) will be sent to families using the school's standard communication channels with at least (2) two weeks advance notice where applicable.

Exhibit A — Morning Shuttle Permission & Emergency Authorization

Seattle Preparatory School Field Trip Form

Parent/Guardian Permission

By signing below, I hereby give permission for:

Student Name(s): _____ Grade _____

To participate in the following activity: Seattle Prep Morning Shuttle

Route: (Enter Route Selected) _____ Stop _____

Date(s): School Year _____

Purpose of Trip/ Program Name: Morning Shuttle Transportation to Prep

Driver Contact: Will be provided prior to start of school.

Emergency Medical Authorization

By signing below, I confirm that:

- As the parent or legal guardian, I authorize school employees and/or volunteers to act on my behalf using their best judgment in any situation requiring emergency medical care or other attention.
- I give permission for a qualified physician to examine the student named above and, if necessary, provide emergency treatment. This includes arranging consultations with specialists or surgeons to ensure proper care.
- I understand that in the event of an emergency, neither the supervising staff nor Seattle Preparatory School is financially responsible for any expenses related to accident, injury, illness, or other unforeseen circumstances.
- I have updated all student(s) medical information in Magnus Health as of this date.

Medical Information & Medication Authorization

Please provide details to help us ensure your student's safety during this trip:

Describe any medical conditions, including allergies:

Does your student require any medication during the trip? ☐ Yes ☐ No

If yes, please specify:

Medication Name(s):

How is it administered?

Can the student self-administer? ☐ Yes ☐ No

Is the student authorized to carry the medication? ☐ Yes ☐ No

Behavior Expectations & Parent Acknowledgment

1. My student is expected to follow all Seattle Prep rules, the Parent Student Handbook, trip specific directives, and instructions from supervising faculty/staff during the trip.
2. My student will demonstrate respectful and responsible behavior toward faculty/staff, peers, and the public.
3. My student will refrain from any actions that could endanger themselves or others.
4. I have reviewed these expectations with my student and understand that failure to meet them may result in removal from the activity and disciplinary action in accordance with school policy.

Morning Shuttle Consent and Liability Release

As parent and/or legal guardian, I acknowledge that I have read the attached itinerary and understand that Seattle Preparatory School will make every reasonable effort to provide a safe environment during the trip.

I also understand that there are inherent risks associated with participation in these activities, including physical injury and other consequences.

On behalf of myself and my heirs, I agree to waive, release, and hold harmless Seattle Preparatory School, its trustees, officers, employees, agents, and volunteers from any claims arising from or related to this activity, except to the extent such claims cannot be waived under Washington law.

Further, I agree to indemnify and reimburse Seattle Preparatory School, its trustees, officers, employees, agents, and volunteers for any costs, expenses, or attorney's fees incurred as a result of:

- Claims brought by or on behalf of my child arising from participation in this activity, except to the extent such claims cannot be indemnified under Washington law; and
- Any injury, damage, or loss caused by my child's own actions or behavior during this activity.

Parent/Guardian Contact Information and Signature

Parent/Guardian Name(s): _____

Primary Phone: _____ (Mobile preferred)

Secondary Phone (optional): _____

Email Address: _____

Emergency Contact (if different): _____

Emergency Contact Phone: _____

I received a detailed itinerary: (Route Schedule provided below)

I received a list of things to bring: (List provided below)

Signature of Parent/Guardian (1) : _____ Date: _____

Signature of Parent/Guardian (2) : _____ Date: _____

Please note, all Custodial Parents or Guardians must sign.

Exhibit B — Morning Shuttle Information Sheet

Seattle Preparatory School — Morning Shuttle Information Sheet

Activity Name:

Morning Shuttle – Pick up at: locations described in the route schedule below.

Date & Time:

- Departure: See Departure Times Below
- Arrival: See Arrival Times Below
- Return: The Shuttle does not run a return trip. Parents must arrange return transportation for their student(s).

Purpose:

Transportation to School

Transportation:

Seattle Prep Shuttle

Itinerary Highlights:

Shuttle will follow route, stopping at all listed locations and proceed directly to school.

Risks Involved:

- Traffic accidents and injuries (collisions, sudden stops, sharp turns, or other roadway incidents)
- Mechanical failure (vehicle breakdowns or malfunctions)
- Boarding and offboarding hazards (slips, trips, falls while entering/exiting)
- Weather-related exposure during loading/unloading (rain, snow, heat, cold)
- Delays or route changes due to traffic, construction, or emergencies
- Limited supervision during transit (students must remain seated and follow rules)

Safety Measures:

- Shuttle operated by trained Seattle Prep driver.
- Vehicle has passed any required DOT compliant inspections and receives regular maintenance.
- Emergency contact and medical information requested above will be on file
- First aid kit available in shuttle and on campus

Things to Bring:

Any items needed for comfortable transport and school day.

Route Schedule:

Route	Location	Pick-up (Regular)	Pick-up (Late Start)
West Seattle	West Seattle Bowl - 4505 39th Avenue SW, Seattle WA 98116	7:05 AM	8:45 AM
Eastside	Mercer Island - North End Park & Ride; 7800 North Mercer Way	6:55 AM	8:35 AM
Eastside	South Bellevue Park & Ride - 2700	7:05 AM	8:45 AM

	Bellevue Way SE		
Eastside	Burger Master - Intersection of 520 & 405; 10606 Northup Way	7:20 AM	9:00 AM
South Seattle	St. Anthony's - 416 South 4th Street	6:40 AM	8:20 AM
South Seattle	St. Paul - 10001 57th Avenue S; Seattle, WA 98178	6:55 AM	8:35 AM
South Seattle	St George School - 5117 13th Ave. S; Seattle WA 98108	7:10 AM	8:50 AM