

August 5, 2026

Dear Parents, Guardians, Students, and Staff:

It feels like summer gets quicker every year! I hope each of you had a wonderful season filled with opportunities to relax, recharge, and enjoy time with your loved ones. The Transportation Department has been working diligently to prepare for the upcoming school year, ensuring everything is in place for a safe and successful start. We are excited to welcome our students back and look forward to partnering with our families for another positive and productive year.

As we begin the new school year together, I would like to take a few moments to review the Transportation Department's procedures and expectations. Taking the time to revisit these guidelines helps ensure a smooth, safe, and efficient transportation experience for all our students.



Route Numbers will be posted near the service door on the black and white route sign...



Please have your child:
waiting at the bus stop ten minutes prior to the scheduled bus arrival time.

Please do your best to be ready to go when the bus arrives so that we can keep everyone arriving at school on time.

The First Day of School for:

Pre K - Grade 9 will start on August 28, 2026

Grades 10-12 will start on August 31, 2026

Requesting Changes to Your Students Transportation Arrangements

It is our practice to carry over your transportation arrangements from the prior year unless you have notified your child's school office of a change.

All transportation change requests need to be made in writing by sending an email to the office of your child's school or if you child attends KIS or KMS please fill out the online transportation change form that was sent to your email.

Transportation requests will then be sent to the transportation department to be processed. Our department will process all change requests in the order that they are received and will be **completed within 72 hours** of your request.

Change requests submitted to school offices on:

Mondays and Tuesdays - will be ready to begin on the Wednesday of that week.

Wednesdays, Thursdays, and Fridays - will be ready to begin the following Monday.

This waiting period allows the transportation department time to prepare and communicate your requested change to our staff to ensure there is clear communication and that your student is transported safely to or from the newly requested location.

We do understand that emergencies arise, please reach out to the transportation supervisor directly and we will try our best to accommodate your emergency request.

Student Safety

To help ensure the safety and accountability of all students in the event of an emergency,

Students are not permitted to ride a bus route other than their regularly assigned route.

Exceptions may be considered only for extenuating circumstances. In those cases, a Bus Boarding Pass may be issued on a case-by-case basis **with prior approval** from the Transportation Supervisor.

For all students who need an alternate stop for daycare purposes we do allow for **one extra address** beside your residence to pick up or drop off your student within the town of Killingly. The student's daycare schedule would need to be consistent each week.

A Parent or Guardian is required to be present at pick up and drop off for students attending Pre-K through 3rd Grade.

Students in Grades 4 through 12 will be allowed to get off the bus without a parent present. If you would NOT like your student to be let off the bus without an adult there to meet them, please email the transportation supervisor to make such arrangements.

If you plan on having someone pick up your student, that person needs to be on the approved list of people on your student's Power School file. We will not release your student to anyone other than the authorized persons on your student's file. It's extremely helpful to notify the supervisor when someone new will be present at drop-off by email ahead of time so we can alert our staff and make sure there is a smooth transition for your child and the person waiting to receive them off the bus. Drivers have been trained to check **State Issued ID** to ensure they are letting students off to the correct person.

PARENT NO SHOWS AT DROP OFF... If you are **NOT** present:

(Pre-K through 3rd Grade) the bus will continue their assigned route while the transportation office attempts to contact the student's family. If contact is made with the family the bus will return to the students assigned stop when they have completed their route. If the transportation office staff cannot contact the student's family, the bus will return the student to the school in which they attend.

As we begin the new school year, my team and I kindly ask for your patience during the first couple of weeks as we settle back into our routines. During this time, there may be minor delays to our transportation schedules.

During the first week of school, student safety is our top priority. Before departing from the schools each afternoon, our drivers take attendance to ensure every student is accounted for and on the correct bus. This process takes

a little extra time as our drivers become familiar with their students and routes, but it is an important step in ensuring everyone arrives home safely.

If you have any questions or concerns, please contact the Transportation Supervisor at jboulanger@killinglyschools.org.

Thank you in advance for your patience, support, and partnership. We look forward to a safe and successful school year!

Bus Routes will be available on our district website after 6:00 PM on Friday August 21,2026.

All my best,

JB

Transportation Supervisor