



# BUS INFO

*Helpful pupil transportation information for  
Parents/Guardians of Kindergarten students at West Ottawa*

**2018-2019**

*"The Class of 2031"*

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**W**elcome to West Ottawa Public Schools and the beginning of the school year for your Kindergarten student!

Your West Ottawa Public Schools Transportation Department is committed to providing a safe transportation system. Kindergarten students will be issued a **Kindergarten identification nametag** listing AM and PM bus number information and transfer information, if applicable. All Kindergarten students should have this important safety tool displayed on their backpack each day where it is easy for bus drivers, teachers and other school staff to find it. This really helps us get your child to the right location each day, especially for some of our more bashful students.

Once loaded on the bus, your Kindergartener will be assigned a seat near the front of the bus so the bus driver can help them find the right drop off point.

Listed below are some *"helpful tips"* to get your Kindergarten student off to a great start on the school bus:

▪ **Before school...**

- ✓ Please make sure your child understands **behavior expectations** on the school bus:  
Be Responsible, Respectful and Ready to Ride.
- ✓ Talk to your child about our three basic **bus safety rules**:
  1. Stay seated, facing forward;
  2. Keep your hands and personal belongings to yourself; and
  3. Obey your bus driver at all times.
- ✓ Make sure your child **arrives at their assigned bus stop at least five (5) minutes before** the estimated time of AM pick-up. *(If your child is not at the bus stop when the bus arrives, the driver will make the stop, "count to ten" and proceed with the route.)*
- ✓ If your child must cross the street to get on the bus, wait for the bus to arrive, **watch for the overhead red lights** and then **wait for the bus driver to signal when it is safe to cross** (using a "Smile Face" crossing paddle and a full arm signal).

▪ **After school...**

- ✓ It is important that you make plans to receive your Kindergartener at the assigned bus stop. School bus drop off times may vary due to traffic conditions and other factors. Be prepared to receive your Kindergartener at any time after your child has been released from school.
- ✓ As a parent/guardian, you are responsible for the safety and the conduct of your child at the bus stop – before the bus arrives in the AM and after the bus departs in the PM.

About two weeks prior to the start of the new school year, your child's bus stop information (*including pick-up and drop-off times and locations*) will be available online to parents/guardians through West Ottawa's **Infinite Campus Parent Portal** website. Bus stop information is updated frequently at the beginning of the school year. You are encouraged to check Parent Portal for the most current bus stop information over the weekend before the start of the new school year. Contact your elementary building secretary for assistance in creating/accessing your Parent Portal account. Before picking up the phone to ask a question, see if your question may already be addressed. Check out the helpful answers in the **Frequently Asked Questions (and Answers)** section of the WO Transportation Department's webpage at: <http://www.westottawa.net/transportation/>.