



# BUS INFO

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

## 2022-2023

*"The Class of 2035"*

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

The mission of the West Ottawa Public Schools Transportation Department is: *"To provide safe and efficient transportation to get students physically present and emotionally prepared for learning to experience success to-and-from school... every school day."* This is accomplished with a dedicated team of 71 transportation professionals and a professionally maintained fleet of 58 buses that travel nearly 3,000 miles each day.

Parents of Kindergarten students are encouraged to attach and display an identification nametag to the backpack of each Kindergarten student to help bus drivers, teachers and other school staff easily identify your child by name. This can be a helpful safety tool to get your child to the right location each day, especially for some of our more quiet and bashful students.

Once loaded on the bus, your Kindergartener will be assigned a seat near the front of the bus so we can help them find the right drop off point. If your Kindergartener has an older sibling on the bus, it is best if the older sibling sits with their Kindergarten sibling at the front of the bus.

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

- **In the AM...**

- ✓ Please make sure your child understands bus behavior expectations:  
Be **Responsible**, **Respectful** and **Ready to Ride**.
- ✓ Talk to your child about our three primary 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 to stay on schedule.)*
- ✓ If your child must cross the street to get on the bus, **WAIT for the bus to arrive before crossing** to the bus loading area. **LOOK for the overhead red lights** and then **WATCH for the bus driver to signal when it is safe to cross** (using a green 'Smile Face' crossing paddle and a 'full arm signal').

- **In the PM...**

- ✓ It is important that you make plans for receiving your Kindergartener at the bus stop.
- ✓ As a parent/guardian, you are responsible for the safety and 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 (FAQ)** tab on the [Transportation Department](#) website.