



Transportation Letter for Forms & Guidelines 2017-18

1. To the Parents of students attending Out-of-District programs in the 2017-18 school year:

Applications for transportation to private or parochial schools must be submitted to the Long Beach Public Schools Transportation Department at 659 Lido Blvd. in person or emailed directly by filling out the electronic form on this webpage **prior to April 1st 2017**. (If the 'send' button does not activate your email then print to a PDF file and save on your computer, then you will be able to send the form as an attachment with your personal email to privateschool@lbeach.org.)

Failure to submit the application by April 1st could jeopardize your ability to qualify for transportation, and your child may be ineligible for district transportation for the 2017-18 school year. In those cases, the cost and the arrangement for transportation may rest with the parent/guardian.

Please be advised that a decision to enroll a student in a private/parochial school after the April 1st, 2017 deadline does not constitute a reasonable excuse for the failure to submit a timely transportation request to that school, when there may be an additional cost for such transportation. If you are awaiting acceptance to several private/parochial schools, you should complete a transportation application for each school that your child might attend in order for us to go out to bid and secure pricing in a timely matter.

ELIGIBILITY*

K-12 students are eligible for out- of-district transportation if the out-of-district program is within a 15-mile radius of the student's residence. Pre-Kindergarten students attending non-public schools or programs are **NOT** eligible for transportation. The Transportation Department will mail transportation applications for the following school year to parents of students currently attending non-public schools by February 15th.

School bus transportation is provided for students as follows:

Pre-K	1/3 mile from residence to school
K-5	½ mile from residence to school
6-12	1 ½ miles from residence to school
Non-Public Schools	15 miles from residence to school

*Does not apply to students with an Individualized Education Plan

2. Alternate Site Application Process and Deadline

Applications for transportation to an alternate site for pick-up or drop-off must be submitted to the Long Beach Public Schools Transportation Department prior to June 1st, 2017. **Alternate sites must be located within the Long Beach School District.** No transportation will be provided to alternate sites for high school or for afterschool programs for elementary students. Requests to have your child ride another bus into or from school will be **denied** by school administrators. The forms can be emailed directly by filling out the electronic form on this webpage **prior to June 1st 2017**. (If the 'send' button does not activate your email then print to a PDF file and save on your computer, then you will be able to send the form as an attachment with your personal email to alternatesite@lbeach.org.)

3. Permission Forms

Students in grades Pre-K, Kindergarten and students with disabilities **MUST** have an adult present at the designated bus stop to receive their child from the bus during drop off times. Due to unavoidable delays, parents/guardians will sometimes be late to



the bus stop at the allotted time. When this occurs, if possible, we would appreciate the parent notifying the dispatcher (516-897-2132) and to give the dispatcher an ETA (estimated time of arrival). If the dispatcher has not been notified, an attempt is made to call the parent/guardian listed on the permission form. If that attempt fails the bus will continue and complete the route and then try one more time at the designated bus stop. If the dispatcher is still unable to contact parent/guardian and they are not present at the stop when the bus arrives for a second time, the student is transported back to the school/site of origin and an administrator is notified. The forms can be emailed directly by filling out the electronic form on this webpage **prior to June 1st 2017**. (If the 'send' button does not activate your email then print to a PDF file and save on your computer, then you will be able to send the form as an attachment with your personal email to permission@lbeach.org.)

4. Parent Concerns, Change Request Form

This form is for parents to fill out when they have a safety concern, bus stop change request and/or any other matters that are leaving the parents with questions concerning the time, location and route that has been assigned to their children(s). The forms can be emailed directly by filling out the electronic form on this webpage. (If the 'send' button does not activate your email then print to a PDF file and save on your computer, then you will be able to send the form as an attachment with your personal email to changerequest@lbeach.org.) These forms will be examined by our dispatchers and a decision will be returned to the parent within a reasonable time period via email (The time period in the month of September will be extended). If a change is declared by the dispatchers, it will be about 2 weeks (4 weeks in September) lead time for the change to take affect (you will be notified with a date). During the month of September, when these forms are abundant the change if so deemed by the dispatchers will not take effect until the first week in October.

5. Distribution of Bus Passes

All eligible students will receive bus passes in the mail. School bus passes must be carried at all times and presented to drivers. If a student does not have a pass in the AM, the driver will check the name with the dispatcher and if verified take that student to school. If a pass is not presented in the PM, the student will be asked to exit the bus and the administrator on duty is notified. The student will have the ability to get a pass from the main office during the day. This office will be able to email a new bus pass to you if we are contacted by email or phone.