

Patrick Henry Local Schools: Transportation Procedures

Parents/Guardians requesting bus transportation are required to complete a **Student Transportation Enrollment Form**. The Transportation Coordinator must approve the original pick-up or drop-off location (bus stops). For any changes to the original pick-up or drop-off location (bus stops), a new Student Transportation Enrollment Form must be submitted and approved **PRIOR** to a student being allowed to change to another bus or bus stop.

The Transportation Office must receive the **Student Transportation Enrollment Form by July 15th**. It is necessary to have this information by July 15th each year so safe and efficient bus routes can be established for the next school year. Once established, a location may be changed during the year; however, any change may take at least a one-week to implement. Bus capacity will be the main deciding factor to approve a change to a student's bus or bus stop. Parents/guardians should not change the student's pick-up or drop-off address unless the Transportation Coordinator has approved the request in writing.

The qualifications to approve a pick-up or drop-off location are as follows:

- The student must be picked up from the same location every day.
- The student must be dropped off at the same location every day.
- The pick-up address can be different from the drop-off address.
- No parental notes will be accepted to change pick-up or drop-off locations.
- District residents will not be picked up or dropped off outside the school district.

Procedure to complete the Student Transportation Enrollment form:

1. Go to www.phpatriots.org to get a **STUDENT TRANSPORTATION ENROLLMENT FORM**
2. Click on the transportation link
3. Click on the **Student Transportation Enrollment Form**
4. Print out the form, complete a form for each student, sign and date.
5. Submit the form by one of the following methods and prior to July 15th.
 - Mail the form to Mike Meyer, Transportation Coordinator
E050 Co. Rd. 7 Hamler, OH 43524
 - Scan and email the form to: mmeyer@phpatriots.org
 - Fax the form in care of Mike Meyer to 419-274-1641
 - Take the form to the Superintendent Office (summer months only)

Emergency Transportation Procedures

Parental notes requesting alternate transportation will not be permitted. Only in an extreme emergency, and only upon approval, may a child ride to another bus stop. Approval will be determined on a "case by case" basis and will be made in consideration for the safety of the child. All avenues for having an adult caregiver meet the child at his or her regular bus stop must be explored first. Contact Mike Meyer, Transportation Coordinator, on his cell phone at 419-722-2493 to approve all changes due to an emergency situation.