



2015-2016 Shuttle Service (Two Locations)

Whitefield Academy offers daily shuttle service to and from school. **There are two locations to choose from: Highview’s East Campus at 15201 Shelbyville Road and a second location at the Tyler Center (across from Stone Lakes Subdivision) 12611 Taylorsville Road.** This service is being offered through Miller Transportation Service, Inc.

Our desire is to help you and families like yours in any way we can as we partner with you in education. As with all services it is difficult to anticipate every eventuality. There may be some adjustments that will need to be made along the way. However, we feel that the details contained in this packet will provide you information sufficient for safe and reliable transportation for the **2015-2016** school year.

Cost:

The cost per student does not meet the cost of the transportation incurred by the school. The charge assessed student riders defers the overall cost of the service. The fee assessed students covers a year’s transportation.

First Student	\$760.00
Two or more students in family.....	\$1000.00
Occasional Rider	\$10.00 per day/per student

Occasional riders must purchase a pass in the Administrative Assistant’s Office for \$5.00/one way or \$10.00/two ways. All temporary passes are date specific and **MUST** be purchased in advance of use.

Route:

The shuttle will originate daily at Highview’s East Campus on Shelbyville Road and then on to the pick-up at the Tyler Center on Taylorsville Road. The shuttle follows the Gene Snyder to Beulah Church Road. From Beulah Church, the shuttle accesses Fegenbush Lane and then the school property. In the afternoon, the shuttle reverses the above route and ends up again at Highview’s East Campus.

The shuttle is not scheduled to stop at any other locations except those discussed above and will not stop barring any unforeseen circumstance (mechanical difficulty, health emergency, etc.).

This route will be followed unless road construction makes the stated route impossible or unreasonable to follow.

Schedule:

The shuttle will run every day that school is in session in the morning and afternoon. The shuttle driver cannot wait for students or families that run late. You will be notified in advance of any change to the shuttle service schedule. **If you are unsure about the run on any particular morning or afternoon, please call Christy Runyan at 239-2509.**

Daily Schedule (M – F)

Morning Run:

Leave East Campus at 7:10 a.m.
Leave Tyler Center at 7:25 a.m.
Arrive Whitefield Academy at 7:45 a.m.

Afternoon Run:

Leave Whitefield Academy 3:20 p.m.
Arrive Tyler Center at 3:35 p.m.
Arrive East Campus 3:50 p.m.

2 Half Days - Schedule (12/19/14 & 5/29/15)

Morning Run:

Leave East Campus at 7:10 a.m.
Pick-up Tyler Center at 7:25 a.m.
Arrive Whitefield Academy at 7:45 a.m.

Afternoon Run:

Leave Whitefield Academy at 12:15 p.m.
Arrive Tyler Center at 12:30 p.m.
Arrive East Campus at 12:45 p.m.

Security

There are no provisions for Whitefield Academy employees to be stationed at any stop for loading and unloading of children from the shuttle except at the Fegenbush Campus. Parents and guardians must provide for their children's welfare before the arrival of the shuttle and after its departure. In this regard, it is like any public bus picking up children to and from school.

While on the shuttle the driver is responsible for the safe delivery of children to Whitefield Academy and back. Older students will be asked to assist with younger students while on the shuttle, as well as, when they arrive at school.

A Shuttle Service Registration Form is required to be on file with the school and with Miller Transportation containing current contact information. A copy of the student's Medical Information on file with the school is also kept on the shuttle at all times. **Should any contact information change, it is the parent/guardian's responsibility to inform Mrs. Runyan (231-6267) with the change. It is imperative that we have all current information on file.**

Upon arrival at Whitefield Academy, a staff member greets the shuttle and will take attendance before anyone is allowed to exit the bus. This list will be used in the afternoon as the same staff member ensures all are present and accounted for the ride home, unless students and/or parents have informed the school that their child will not be riding the shuttle that day.

Shuttle Rules & Regulations

Only students who have submitted a Registration Form or purchased an occasional rider pass may ride the shuttle.

Parents are welcome to ride the shuttle free of charge, with the understanding that the shuttle will not return to either location until after school hours.

Students are to follow all behavior guidelines as listed in the Student Handbook while a passenger on the shuttle.

Food and drink are not allowed to be opened or eaten on the bus. Lunches brought onto the shuttle should remain closed.

Students are to follow all directions given them by the driver.

Students are not to sit boy/girl in the same pair of seats, unless they are siblings.

All shuttle service guidelines are subject to change. Participating families will be notified prior to any change.

How to Pay

- Added to your FACTS payment
- Pay in Full
- Buy occasional rider passes from Mrs. Boynton
- You may pay monthly in school office. Payment is due on or before the first of each month, September-May. August will be prorated into the September payment. A \$10.00 late charge will be assessed for payments received after the 5th of each month.

Please sign and date that you have read and understand all the information provided in this letter. Please return this form with your registration to Mrs. Boynton.

Sign: _____ Date: _____