

Berne Union Local School District
Transportation Department
506 N. Main Street
Sugar Grove, Ohio 43155
Tel: (740) 746-5507
Fax: (740) 746-0260
E-mail: snokej@buschools.com

Dear Parent/Guardian:

For the **2017/2018** school year, we are asking that you complete a **School Bus Authorization Form** and **Emergency Medical Form** for your child/children that will need transportation to and/or from school. This includes pick up and drop off at home or collection point, daycare, in-home childcare, or latchkey. **Please complete the bus authorization and medical forms even if your child will not be riding the bus.** Please return this Form to any school office as soon as possible. (You may also fax or e-mail using the address and phone numbers listed below.) If we do not receive a Form from you, your child/children will be transported to your home address or assigned collection point.

We do not accept transportation requests or changes in the form of a handwritten note or by phone call. In the event of an emergency please contact the Transportation Department. We may need to bring your child/children back to the Transportation Office until someone can pick them up. Their pick up time can be no later than 5:00 p.m.

Also, please be aware, your child/children's pick up location must be the same **Monday through Friday**, and your child/children's drop off location *must be the same Monday through Friday* for the school year. If it is necessary for you to change locations because of change of address, job change or a new childcare provider, please complete a new **School Bus Authorization Form** with at least five days notice.

If a Shared Parenting Agreement is in effect because of divorce, etc. and the pick up or drop off location needs to change in order to honor a Shared Parenting Agreement, the Transportation Department will need a copy of the Shared Parenting Agreement. This is the only exception made to the School Bus Authorization pick up and drop off.

Forms will be available in all of the school offices, on the web site (www.buschools.com), on the buses, as well as the Superintendent's Office. You may also contact the Transportation Department and we will gladly send one to you.

Our primary goal is the safe transportation of your child/children, and that is why we have taken the time to research and develop these transportation guidelines. We understand that you may have concerns, so please feel free to call us with your questions.

Sincerely,



James Snoke, Supervisor
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