

To: Parent/Guardian

From: District 6 Special Education & Transportation Departments

RE: Specialized Transportation



The following guidelines are necessary for us to provide the safest and most consistent transportation for your child:

- **Transportation's practice is to provide service to only one address per student.** If you have multiple children in your household who require the use of specialized transportation, please ensure this is disclosed in advance so arrangements can be made as-needed.
- **Please have your child ready to board the bus at the designated time.** We suggest that your child is ready 5 minutes prior to the scheduled pick-up. Our buses will leave your child's stop at the designated pick-up or drop-off time, but not before. The bus will depart and will not return if you fail to have your child available for pick-up at the designated departure time.
- **If your child is NOT going to ride the bus on a particular day,** please call our office at 970-348-6817 or 970-348-6810. Our office is open from 5:00am to 6:00pm during school days. When calling, please be prepared to give your child's route number, for example S13, M02, and the school they attend.
- **Repetitive failure to call when your child does not ride** may result in the stop being removed from the route and will take 5-8 school days to be reinstated. This does not mean your child loses Specialized Transportation services.
- **We are prohibited from alerting our arrival to let you know we are at your stop, such as honking the bus horn or coming to your door.**
- **A responsible adult MUST be present when dropping off elementary school students at their home.** If it is appropriate for your middle or high school child to be let off the bus without a parent being home, it **MUST** be noted on the Request for Specialized Transportation form. If someone else is authorized to receive your child, this must also be noted on the transportation form.
- **In all circumstances when a parent or authorized person must be home upon scheduled drop off time, the driver will wait no more than 1 minute past the scheduled drop off time before proceeding to the next stop.** The driver will then attempt to drop off your student at the end of route. If no one is still available when the bus returns, your child will be returned to the Transportation Building and we will attempt to contact parent/guardian to pick up their child at 155 E 27th St, Greeley. If we are still unable to contact a parent/guardian, Greeley/Evans Police Department and/or Department of Human Services will be contacted.
- **If your child requires any equipment or adaptive devices (wheelchair, walker, etc.) the equipment must be clean, mechanically functional, and available or we cannot transport your child.** For example, we cannot transport your child safely if your child's wheelchair brakes do not hold or if the lap belt on the chair is missing and/or not functioning properly.
- **If you need to make changes to any information provided on the Request for Specialized Transportation form please contact your child's Special Education Team Lead at their school.** The Transportation Department will not make any changes to service provided until we receive the updated form from the school.
- **After receiving new or updated paperwork, it may take 5-8 school days to get transportation scheduled.** You will be contacted by our Special Education Transportation Specialist with details and start date.
- **Route times are subject to frequent changes throughout the year.** For any changes that occur, you will receive a text/voicemail in advance asking you to check your email for the updated route information. At any time, you can also check your student's bus schedule on the "My Ride K-12" Parent app. You may always call to confirm your child's stop times by calling 970-348-6800.
- **All students riding specialized routes will be required to wear a seat belt when being transported.**
- **All preschool students will be placed in a safety vest and seat belt while being transported.**
- **All parents of preschool students are required to meet the bus and sign the preschool sign-on/sign-off sheet. Persons under 18 years of age are not allowed to sign-on/sign-off preschool students.**
- **Parent App—Go to cowedcosd6.traversaride360.com or your App store and download "My Ride K-12/Ride360".** Select your school district (Greeley Evans Schools WCSD6), complete the registration process, then add your child by entering their student ID#--this is also their computer number.

To ensure your child has a safe, positive and pleasant trip to and from school, we provide our drivers and monitors with continuous training. If you have any questions or concerns about your child's transportation, please contact District 6 Transportation at 970-348-6800.

Thank you for your cooperation.

-District 6 Special Education & Transportation Departments

Disclaimer—the above information is based on buses being on time. There will be circumstances that may cause the bus to run earlier or later than designated drop off time and pick up times.**

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