

PAUL'S BUS SERVICE
3561 W. KEMPER RD. CINCINNATI, OHIO 45251 851-5089
TRANSPORTATION LETTER

Dear Parents,

If you are not eligible for *Oak Hills* school bus transportation and would like yellow bus service for the 2017-2018 school year, please complete the attached registration form and return it by **July 10, 2017**. Paul's Bus Service routing is based on the registrations we receive each year, and returning this form (*with the 1st month's payment and a non-refundable \$12.00 PER SCHOOL registration fee*) as soon as possible can insure your student(s) a place on the bus with the best possible pickup and drop off location.

Provided enough registrations are received, we will provide AM and PM services to any elementary, middle school or high school. Every student must be registered with Paul's Bus Service each year to be eligible for a bus. Please send one (1) form for each student. *Additional siblings must have the same address to get the discounted rate*. Failure to register your student(s) early enough could result in being placed on a waiting list. Once the buses are full, you will be placed on a waiting list that is reviewed on a weekly basis.

Paul's Bus Service will only provide one-way transportation for kindergarten students. This means we will provide transportation to school for an AM student, and home from school for a PM student. No mid-day service is available for Kindergarten. The one-way fee (for Kindergarten only) is \$50.00 per month.

We do not pro-rate payments. **Bus passes must be purchased from the driver (by check or money order) before the 15th of each month.** If your payment has not been received by the 15th of the month without prior arrangements through the office, *we reserve the right to cancel your student's transportation and assign that seat to another student. (NO POST DATED CHECKS)* You must make monthly payments, regardless of how often the student(s) rides. To assure proper credit to your account, **all checks and money orders must have the student(s) name on them, especially when the payment is for more than one student and/or their last names are different.** When families have divided and are sharing the responsibility of making monthly payments, please send only one (1) check each month to cover all the riders.

There will be a \$30.00 charge for non-sufficient funds checks. All NSF checks that are not made good immediately by money order will cause service to be discontinued.

If your student(s) is involved in sports or other activities and does not ride, you may cancel service for those months at the risk of losing the seat. If you choose to resume service you must call the office ahead of time to restart service. If a seat is no longer available, you will be placed on a waiting list and given a seat when one becomes available. **You must call the office to cancel service for any reason.** If you do not call the office to cancel service, you are still responsible for those monthly payments because we will assume that you are still using the service, even if no one is riding. Because the seat has been reserved for your student(s), no refunds (partial or full) will be given once the month has started.

Any questions or concerns with our service, please call the office. Please ***do not*** confront the driver. The driver is there to transport your student(s) safely and does not need any additional distractions.

WEATHER CONDITIONS – Please watch your local news for school delays or closings. If Oak Hills is on a 2 hr. delay due to weather, the buses will run 2 hrs. later than normal. *High school late start days will be at regular scheduled times.* On early release (exam) days, Paul's Bus Service will provide service for students who are on early release at the scheduled release time, or as early as possible.

* Paul's Bus Service reserves the right to discontinue transportation to any student for any behavior/action by the student or parent that is considered dangerous, abusive, or threatening.*

Route information and payment envelopes will be mailed to you the week before school begins. Thanks!

*****PLEASE KEEP THIS PAGE FOR YOUR RECORDS*****

PAUL'S BUS SERVICE
BUS RULES

1. **STUDENT MUST HAVE BUS PAYMENT BEFORE THE FIRST (15th) OF EACH MONTH OR CHILD WILL BE REFUSED TRANSPORTATION AND SENT BACK INTO THE HOUSE, SITTER'S, OR DAYCARE ETC.**
2. **THERE IS NO EATING, DRINKING, OR GUM CHEWING ON THE BUS.**
3. **PROFANE LANGUAGE, FIGHTING, HITTING, AND PUSHING IS NOT PERMITTED ON THE BUS.**
4. **NO SMOKING!**
5. **DO NOT DAMAGE BUS PROPERTY. (Parents are responsible for damages.)**
6. **WALKWAYS MUST BE KEPT CLEAR.**
7. **ALL STUDENTS MUST OBEY ANY/ALL VERBAL INSTRUCTIONS GIVEN BY THE DRIVER. (Refusal to listen could be an automatic suspension.)**
8. **STUDENTS ARE NOT PERMITTED TO CHANGE SEATS.**
9. **NO WEAPONS OR DRUGS! (Anyone caught will receive permanent expulsion, and will be prosecuted to the fullest extent of the law).**
10. **BUSES WILL NOT WAIT AFTER SCHOOL MORE THAN 7 MINUTES.**
11. **USE OF CELL PHONES, CD PLAYERS, OR IPOD'S IS NOT PERMITTED WHILE ON THE BUS.**
12. **STUDENTS ARE TO WAIT AT THEIR DESIGNATED STOP, 10 STEPS FROM THE ROAD (THE DESIGNATED PLACE OF SAFETY).**
13. **STUDENTS WHO ARE REQUIRED TO CROSS THE STREET AT THEIR PICK-UP OR DROP-OFF POINT MUST COMPLETELY FOLLOW THE DRIVER'S INSTRUCTIONS TO STAY IN COMPLIANCE WITH OHIO STATE LAW.**

*****STUDENTS MUST GET ON OR OFF THE BUS AT THEIR DESIGNATED STOP ONLY, AND MUST BE AT THE BUS STOP'S PLACE OF SAFETY TEN (10) MINUTES PRIOR TO THE PICK UP TIME. STUDENTS ARE TO WAIT ON THE RESIDENCE SIDE OF THE STREET. STUDENTS WHO MUST CROSS THE STREET MUST WAIT FOR THE DRIVER'S SIGNAL AND INSTRUCTIONS TO CROSS THE STREET, ACCORDING TO OHIO STATE LAW. BUS PASSES ARE EXPECTED TO BE SEEN DAILY, BOTH IN THE MORNING AND THE AFTERNOON, AND MUST HAVE THE STUDENT'S NAME ON THEM AND CARRIED AT ALL TIMES. TRANSPORTATION MAY BE REFUSED IF A STUDENT DOES NOT PRESENT A BUS PASS WHEN ASKED TO BE SEEN BY THE DRIVER.*****

THESE RULES WILL BE STRICTLY ENFORCED. ANY STUDENT WHO DOES NOT FOLLOW THESE RULES WILL BE SUBJECT TO DISCIPLINARY ACTION, INCLUDING POSSIBLE SUSPENSION FROM THE BUS. PLEASE INSTRUCT YOUR STUDENT OF THESE RULES.

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**PAUL'S BUS REGISTRATION FORM 2017 – 2018 SCHOOL YEAR
OAK HILLS SCHOOL DISTRICT**

If you are interested in receiving bus service, please fill out this form and return it immediately along with the 1st month's payment and \$12.00 registration fee. Checks will not be cashed until July 10, 2017.

Please use one form per student. You may copy this form or get an extra copy from your school office.

Additional siblings must have the same address to receive the discounted rate.

The fees for the school year will be:

\$12.00 – registration fee (per school)

\$95.00 a month – 1st student (\$95.00)

\$50.00 a month– each add'l student (sibling) (\$145.00)

\$50.00 for Kindergarten – Circle AM or PM

*PRICES ARE SUBJECT TO CHANGE
DUE TO FUEL PRICES.*

**PAYMENTS MUST BE RECEIVED
BEFORE THE 15TH OF EACH MONTH.**

We prefer payments be given to the driver

SEND ALL REGISTRATION FORMS TO:

**PAUL'S BUS SERVICE
3561 W. KEMPER RD.
CINCINNATI, OHIO 45251
513-851-5089**

STUDENT NAME

STUDENT ADDRESS (OR DAY CARE PROVIDER)

NEAREST SIDE STREET

HOME PHONE #

ALTERNATE PHONE #

GRADE

DOB

SCHOOL

E-MAIL ADDRESS - Would you like to be contacted by e-mail for updates (delays, changes, etc) ? yes / no

PRIMARY EMERGENCY CONTACT

PHONE #

SECONDARY EMERGENCY CONTACT

PHONE #

MOTHER'S NAME

ADDRESS

BEST CONTACT #

FATHER'S NAME

ADDRESS

BEST CONTACT #

NOTE: Registration forms received before 7/10/17 will have the best chance of being placed on a bus by 1st day of school. Forms received after 7/10/17 may not receive service before 9/1/17. If service is started after the first day of school you will be called when your student(s) is placed on a route and may start riding. Continually calling the office for updates merely slows down the process of getting students started for the year.

PLEASE READ AND SIGN THE BACK OF THIS FORM BEFORE RETURNING

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

ROUTE # AM _____ PM _____ SEAT # _____

DATE RECEIVED _____

BUS STOP _____

DATE STARTED _____

PICK UP TIME _____ ENTERED IN DATA BASE _____

MAILER SENT _____

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PARENT SIGNATURE _____

DON'T FORGET TO ENCLOSE YOUR REGISTRATION FEE AND 1ST MONTH'S PAYMENT.
PLEASE RETURN WITH REGISTRATION FORM