The duties and responsibilities of Transportation Services are to provide safe, timely, efficient, and courteous service to all eligible students for Lake Wales Charter Schools.

**Parent / Guardian Helpful Tips**

* Parents/Guardians should always make sure they know the bus route number and bus stop location information for their child.
* Parents/Guardians should always be able to describe what their child was wearing when they left for school in the morning. This information is vital for the school-based and transportation staff in the search for a student who has not arrived home from school.
* Parents/guardians are responsible for getting students to and from designated bus stops safely, and for their conduct and safety while waiting for the bus.

**Students Helpful Tips**

* Leave home early enough to arrive at your bus stop on time.
* Wear bright clothing and always walk facing traffic.
* Wait for your bus in a safe place - well off the roadway.
* Never stand, sit, or play in or near the street.
* Enter your bus in an orderly manner, and take your seat.
* Follow the instructions of your bus driver.
* Remain in your seat while the bus is in motion.
* Keep your head and arms inside the bus at all times.
* Keep aisles clear at all times.
* Remain quiet and orderly.
* Be courteous to your school bus driver and fellow passengers.
* Be alert to traffic when leaving the bus.

**Transportation of Students with Shared Custody**

The following are concerns regarding bus transportation of shared custodial students. Although we are sympathetic to the potential and realistic problems of shared residential custody of the child, we must adhere to proper procedures. It is the responsibility of the parents—not Lake Wales Charter Schools—to transport the child to two residents.

The primary concern is to address the case where two divorced parents have equal residential custody but live in different zones. In a situation of this nature, we are unable to transport to two zones. Therefore, the parents must be notified that the student would be bused only to the home of the parent living in the student’s zone. Transportation between parents’ homes is their responsibility.

The second is when both parents live in the same zone. We cannot assign a separate seat on two different buses for a student with parents living in the same zone. Since many of our buses are full, we cannot reserve a seat part-time and possibly deprive a full-time rider. Consequently, the parents must decide which home the student will be bused to.

It is unfortunate we cannot accommodate the various transportation wishes of parents living in separate homes and sharing residential custody of students. Current economic restraints do not allow the purchase of additional buses required to accommodate to and from more than one location. We have several thousand students riding buses who are the children of divorced parents, many of whom have shared custody, and what we do for one we must be able to do for all. Much as we would like, we simply cannot afford to provide two bus seats for one student. Parents must provide for the other when they feel it is necessary.  Thank you for your understanding in transporting the students to the School District of Lee County.

**Special Needs Parent/Guardian Information**

Our goal at Transportation Services is to provide your student with a safe and pleasant bus ride to and from school. We will require some important information from you regarding your student and any medical needs he or she may have to be able to reach this goal. Therefore, please complete the information on the attached form and return it to your student’s bus operator on the first day of school.

The Confidential Special Transportation Form was developed to have information that may be needed in an emergency. Along with the pertinent information that you will provide on this form, please include a current wallet-sized (2” x 3”) photo of your student. Any information you provide regarding your student is protected under the Family Rights and Privacy Act of 1974 and will not be shared or disclosed to anyone except those directly involved in the safety of your student.

You must update this information each school year. If an emergency should occur, the information you provide on this form regarding medical conditions, medications, and allergies will enable emergency and medical personnel to contact you and/or your student’s physician and provide immediate medical care if necessary.