

# DISTRICT 39 TRANSPORTATION HANDBOOK

## General Information

District 39 provides a fee-based transportation option for families. Because of our relatively small size, District 39 is not required to provide school transportation. The District provides this courtesy service to parents. Bus fees are reviewed and established annually by the Board of Education. The Board subsidizes bus services to make the cost manageable for parents. The District currently contracts with North Shore Transit for bus service.

## Contact Information

Transportation Liaison, Michelle McGregor (847) 512-6024  
Business Manager/CSBO, Ellen Cripino (847) 512-6001  
North Shore Transit (847) 677-9700

*Please Note: For all inquiries, contact the District 39 Transportation Department. For lost items please contact North Shore Transit. If someone is not directly available at the District 39 Transportation Department, please contact North Shore Transit to handle immediate issues.*

## Registration and Payment

Registration and payment information is sent out in the spring. To ensure there is room on the bus, parents must register by **July 12th**. Payment options are as follows:

- Fees for registrations received by **July 12th** will be \$575 for round trip and \$333 for one way.
- Transportation requests received after **July 12th will be:**
  - accepted only if there is space available, otherwise placed on a waitlist
  - able to start riding the bus on **Sept 16th if space is available.**
  - assessed a late fee of \$100 round trip/\$50 one way
- Any students signing up after **July 12th** will be assigned to an existing route and stop. No route changes or bus stop additions will be made to accommodate late registrations.
- As in past years, students will receive route information and their bus pass in the mail before school begins.



## Capacity

Bus capacity is determined using 3 students to a seat for grades K-4. At grades 5-8 capacity is reduced due to the size of the student and the items they carry with them.

	<b>Max. 65 Capacity Bus</b>	<b>Max. 71 Capacity Bus</b>
<b>K-4</b>	65	71
<b>5-8</b>	51	56

## Bus Schedules

Buses will run as close as possible to the provided schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early, but may occasionally run late until everyone has become familiar with the route. Please keep this in mind when arranging personal schedules.

Parent should discuss with their children a plan of action if the morning bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc.

In the event of mechanical issues or other problems that might cause a bus to run late, a Bright Arrow notification will be sent to parents, the schools will be notified, and the bus will make every stop, regardless of time.

## Routes & Stops

Students must be at their designated stop 5-10 minutes before the scheduled pickup time to maintain a safe and timely arrival to school. School bus routes and neighborhood stops are determined by District 39's Transportation Department on the basis of safety and efficiency. Neighborhood stops have been designated so students walk no more than three blocks.

In an effort to create efficient transportation, bus routes are determined using information received by **July 12th**. If space is available, new students may be added

to existing routes; however, the routes will not be altered and new bus stops will not be added.

## Bus Rules

Rules for student behavior are the same as school rules. All infractions will be referred to the school office using school's discipline system. Discipline may include suspension of bus privileges.

- Please be sure your child is at their designated stop, waiting for the bus. The driver will not pick up students unless they are at a designated stop.
- Bus passes are provided to students at the beginning of the school year. They must be carried at all times and be prepared to be shown upon request.
- Only registered bus riders are allowed to ride the bus.
- Students may ride their assigned bus only; students may not go home on a different bus with a friend, but are permitted to get off at a different stop on their assigned bus. Notice must be given to the transportation department one day in advance to communicate the change to the bus driver.
- All riders and parents should stand clear of the bus until it comes to a complete stop.

## Conduct on the Bus

- Take seat promptly. Do not change seats for the remainder of the route.
- Follow the bus driver's instructions at all times.
- In the event of an emergency wait for driver's instructions as to how to proceed.
- Emergency exits are for emergencies.
- Keep all body parts in the bus at all times.
- Normal conversation is permitted. Excessive noise diverts the driver's attention.
- No eating or drinking is allowed on the bus.

## Activity Bus

**District 39 offers late activity buses departing daily at 4:45 PM only from Wilmette Junior High School.** Students may ride on the late activity bus only if 1) they are registered for PM bus service or 2) they are participating in a school sponsored program. Students must present a regular bus pass or daily activity bus pass to the driver upon boarding.



## Morning Band, Orchestra & Chorus Bus service

**Please Note:** Any student registered for regular bus transportation is eligible for the Band/Orchestra/Chorus bus. Late registration fees will be waived for new Band, Orchestra, and Chorus students, since they may not decide to join one of the music programs until after the deadline. These students will be accommodated if space permits. Please check with the Transportation Department for availability.

### **Band/Orchestra at WJHS**

There will be transportation for Band/Orchestra at WJHS. More information will be available about the routes once the practice time is confirmed.

### **Band/Orchestra/Chorus at HMS**

There will be transportation for Band/Orchestra/Chorus at HMS. More information will be available about the routes once the practice time is confirmed.

## **Frequently Asked Questions**

**Q:** *Whom should I contact with questions or concerns about my child's bus stop or route?*

**A:** For all questions regarding neighborhood stops and routes, contact the District 39 Transportation Liaison. North Shore bus driver cannot make any route changes. (Please see the section on Contact Information.)

**Q:** *Can the bus stop in front of my house?*

**A:** We now have stops that serve each neighborhood throughout the community and will be consistent from year-to-year. This allows for routes to run as efficiently as possible with no student having to walk more than three blocks (most students walk two blocks or less) When routing students it is not possible to select stops based on each parent's personal situation. We do recommend that a parent of a younger students remain at the bus stop until the students are picked up.

**Q:** *What is the range of time students may be on the bus?*

**A:** Please remember that before boarding the bus after the dismissal bell, students need time to gather materials and belongings, walk to the busing area, and board the buses. This transition time can take up to 15 minutes. For example, Wilmette Junior High School ends at 3:10pm, however buses depart from the Junior High close to 3:18pm.

**Q:** *If my child's bus is late, what should I do?*

**A:** Weather, traffic and mechanical issues can delay buses. In the event of excessive delays, District 39 Transportation Department will send out a Bright Arrow Message notifying parents. For questions, please contact the Transportation Department, 847-512-6024, or after hours please call 847-677-9700.

**Q:** *What do I do if my child leaves an item on the bus?*

**A:** Please call all North Shore Transit at 847-677-9700, between the hours of 7 AM to 6 PM.

**Q:** *Can arrangements be made for my child to get off at a bus stop other than his or her assigned stop?*

**A:** Students may only disembark at their assigned stops. If they must get off at a different stop, the parents of children must email the Transportation Liaison providing details and confirmation 24 hours in advance. This information will be passed along to North Shore, the driver and the school office.

**Q:** *What should I do if our family is moving to another address within the District boundaries and we've already paid for bus service?*

**A:** Contact your school office and the Transportation Department to ensure that your information is updated. We will make every effort to place your student on a new route, however a seat may not be available due to a bus capacity issue. Please contact the Transportation Department to see if there is space available for your child on the new route.

**Q:** *My family is new to the District. Will we have to pay the late fee, and are we guaranteed a spot on the bus?*

**A:** No, you will not be assessed a late fee. We will work to accommodate your student as best we can, however, we cannot guarantee a seat on the bus.

**Q:** *Can my student be assigned to another bus stop address, for example a babysitter?*

**A:** No, we can only assign bus stops near your home address, or the park district for ASR After School Recreation (for Romona and Highcrest riders.)

**Q:** *I signed up for busing, but I only need it 4 days a week, can I pay less?*

**A:** No, the district cannot prorate. If you need a refund, the district will offer a full refund during the first 2 weeks of the start of the year, and a 50% refund during the first two weeks of the second semester.

**Q:** *What if my child loses their bus pass?*

**A:** Please send me an email at [transportation@wilmette39.org](mailto:transportation@wilmette39.org), and new one will be sent to your child's school by the afternoon. If needed for the morning, email me I will notify the driver it is okay to pick up your student and they will have a pass the next morning.

*revised: 3/20/19*