



“We exist for the academic excellence of all students”
Business Operations

Dear Parent or Guardian:

If you are interested in your child participating in the Pay-to-Ride bus program for the 2011-12 school year, please see the information below. If the information below does not answer all of your questions, please do not hesitate to call. We will be happy to assist you.

The Pay-to-Ride fees **PER CHILD** for the 2011-12 school year are as follows: (The fees are set by the Department of Elementary and Secondary Education (DESE) and the District is not allowed to use any other fees).

The fees will not be pro-rated nor will they be refundable.

- Full pay \$422.00 for the whole school year
 \$211.00 per semester

Payment may be made either for the full year or per semester. Payment for the full semester MUST BE MADE before the student may ride the bus each semester.

If you have a letter of approval for free and reduced meals from the School Food Service Department you are eligible for reduced pay to ride fees for each child. (A letter of approval must be provided at time of payment. **Do NOT send an approval letter with the application**).

- Reduced pay \$211.00 for the whole school year (total must be paid in full before child/children may ride)
 \$106.00 per semester (fee must be paid each semester before child/children may ride each semester)

If you are interested in participating in the District’s Pay-to-Ride program, please read the attached *Parent-Paid Transportation Guidelines*, fill out the attached Parent-Paid Transportation Application and return. The information will be used to provide the routing information for your child/children. **If transportation is available for your child/children, you will be sent a letter notifying you of the time, stop, location and route number; however, if space is not available or there is not a bus in the area, your child/children will not be eligible for pay to ride. If your child is approved for pay to ride, transportation will not be available until the third week of school.**

SEND NO MONEY AT THIS TIME.

Please send the **application only** to:

**Ms. Kim Cantrell
Transportation Department
Springfield Public Schools
1359 E. St. Louis Street
Springfield, MO 65802
FAX: 523-0545**

**OR DROP OFF THE APPLICATION TO:
Transportation Department
1600 E Chestnut Expressway**

If you have transportation questions, please call Transportation at 523-0500.

If you have questions regarding payment, you may call me at 523-0159.

Sincerely,

Donna G. Hale
Administrative Assistant

*Kraft Administration Center
1359 E. St. Louis Street
Springfield, MO 65802
(417) 523-0159*

****NOTES:**

-STUDENTS WILL BE ASSIGNED TO THE NEAREST EXISTING STOP.

-TRANSPORTATION FOR PAY TO RIDE STUDENTS WILL NOT BEGIN UNTIL THE THIRD WEEK OF SCHOOL.

PARENT-PAID TRANSPORTATION GUIDELINES

Parent-paid transportation shall be offered to all pupils of the district not otherwise eligible for transportation in accordance with the provisions of this policy. Since space and cost must be considered, the availability of parent-paid transportation is not guaranteed. The following guidelines have been developed for implementation of Policy EEAA.

1. Transportation

- a. Transportation
- b. Regular school bus routes will be utilized dependent upon the availability of seats on the given route.
- c. Parent-paid transportation will not be provided if seats are not available on a regular route.
- d. Students will be assigned to the nearest existing stop.
- e. Transportation for Pay to Ride Students will not begin until the third week of school.

2. Cost

- a. The cost per pupil is determined from the prior year's transportation report for non-handicapped riders from the Department of Elementary and Secondary Education.
- b. A reduced fee will be available for children who qualify for free/reduced lunch.

3. Payment

- a. A prepayment for each semester is required on space available parent-paid transportation regardless of number of days ridden.
- b. Refunds are not made regardless of the reason for discontinuing the service.
- c. All behavior rules apply. Refunds are not given to students who are suspended from the bus or from school.



Springfield Public Schools
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PARENT-PAID TRANSPORTATION APPLICATION
2011 – 2012 School Year
(PLEASE PRINT)

NOTES: , TRANSPORTATION FOR PAY TO RIDE STUDENTS WILL NOT BEGIN UNTIL THE THIRD WEEK OF SCHOOL , STUDENTS WILL BE ASSIGNED TO THE NEAREST EXISTING STOP

I am requesting parent-paid transportation for my child(ren). I understand that **pre-payment is required**. My children understand that all bus rules apply.

 Parent/Guardian Name *(PLEASE PRINT)* _____ date _____ Cell Phone Number _____

 Parent/Guardian Signature _____ Home Phone Number _____ Work Phone Number _____

Parent Mailing Address: _____
 Street: *(PLEASE PRINT)* _____ Apt # _____ City _____ Zip _____

Childs Home Address;; _____
 Street *(PLEASE PRINT)* _____ Apt # _____ City _____ Zip _____

Please list information for each child that you are requesting to receive parent-paid transportation: *(PLEASE PRINT)*

Child's Name	School	Grade
_____	_____	_____
_____	_____	_____

SEND NO MONEY AT THIS TIME
You will be contacted if your request is approved!

PLEASE MAIL THE COMPLETED APPLICATION TO:
Ms. Kim Cantrell
Transportation Department
1359 E. St. Louis Street
Springfield, MO 65802
Phone: 523-0500
Fax: 523-0545
OR DROP OFF THE COMPLETED APPLICATION TO
1600 E. Chestnut Expressway

FOR OFFICE USE ONLY

Effective Date: _____

Stop location: _____

Route/Bus #: _____

Pickup Time: _____

Date Sent to KAC _____

Date Approved: _____