

VILLAGE CHRISTIAN SCHOOLS

8930 Village Avenue Sun Valley, CA 91352

Phone 818-767-8382

August 2010

Dear Parents:

Welcome back from the Village Christian Schools Transportation Department. Enclosed you will find current information regarding the 2010-2011 transportation services for students.

Bus Stop Locations and Times

We annually reconfigure our routes to accommodate more families and to make morning and afternoon bus transportation more convenient. You may use the bus service round trip, one way in the morning or afternoon, or occasionally. We offer services to Atwater Village, Burbank, Eagle Rock, Glendale, La Canada Flintridge, La Crescenta, Lake View Terrace, Mission Hills, Montrose, North Hollywood, Hollywood, Porter Ranch, Santa Clarita, Shadow Hills, Stevenson Ranch, Sun Valley, Sunland, Sylmar, Toluca Lake, Tujunga, Valencia, Valley Glen, Van Nuys, near the Burbank Mall and Glendale Galleria, some Burbank and Glendale Libraries, the Burbank and Crescenta/Canada YMCA's, and the Burbank Metrolink Station.

A copy of the new routes can be found on our website. Buses are scheduled to **leave** the stops at the listed times. Please be at the stop ready to board the bus **5** minutes prior to the listed time. Please note that during the first week or two of school, most routes may run several minutes late while drivers and students adjust to the daily routine. All morning routes arrive at school from approximately 7:30 to 7:40 am. There is no Child Care charge for students riding the morning bus to school. All afternoon riders **must** be on their bus by 3:14. *All route buses leave the school at 3:15 pm.*

Signing Up

Students need to sign up to ride the bus using the school bus yellow **VCS Transportation Registration** form at the beginning of each new school year or can sign up any time during the year as needed. Bus tags from the previous year will not be honored. Should you need to remove your student from the busing service during the year or change from monthly to occasional, you will need to advise the Transportation Department by phone, email, or in writing before the first of the next month. Occasional bus riders must sign up, designating the stop the student will use.

Students may only be dropped off at the stops they are signed up for. If your student needs to use more than one stop on a regular basis, you may select optional stops, called a Swap Stop. Students needing to be dropped at a different stop for one particular day need to bring a signed note from their parent turned into the Transportation office before the end of lunchtime. Notes will not be accepted after 2:10 pm any day for same day rides.

If you are unable to use one of our routes, we encourage you to use the **free** shuttle service that is available in the morning and the afternoon. The **free** shuttle to Calvary Chapel (previously known as "La Tuna") for Kindergarten, Middle and High School **leaves** the campus at 2:55 pm and **leaves** at 3:15 pm for Elementary students. We encourage siblings riding the shuttles to meet at the shuttle locations.

Fees and Charges

	<u>Per Student</u>	<u>Per Family</u>
Monthly 2 Way	\$144.00	\$222.00
Monthly 1 Way	\$ 72.00	\$130.00
Pre-Purchased 10 Ride Pass	\$ 61.75	
Pre-Purchased One Ride Pass	\$ 6.50	(\$8.50 if purchased after the ride)
Shuttle	Free	

Regular riders will be charged monthly over a 10-month period from September through June. Charges will appear on the monthly billing statement. Monthly one way can only apply to AM rides or PM rides. Tickets may be purchased in the Central Office from 7:30 am through lunch period weekdays.

→**Occasional tickets not purchased and/or presented to the driver before the ride will cost \$8.50 each**

A student not previously signed up to ride can purchase a One Ride Pass **with a note from their parent**. Students should bring their money and note to the Transportation Department as early in the day as possible. Tickets can be

purchased from 7:30 am through lunch period daily. Notes will not be accepted after 2:10 pm any day for same day rides. *Please note: We cannot sell tickets after school for same day rides.*

Driver and Bus Information

Our drivers are trained through the best driver training program offered in the nation. All drivers are tested by the California Highway Patrol and certified by the State of California. Our on-site trainer is also certified by the State of California.

Our buses are maintained and serviced regularly in keeping with the standards required by the State of California. They are annually inspected and certified by the California Highway Patrol. Our Service Technician is on-campus and available as needed.

Riding Regulations

The same rules enforced at school (conduct, dress code, etc.) also apply when riding the bus. The first violation of rules will result in a verbal warning. A second violation will result in a written notice sent home with the student to be signed by the parent and returned to the Transportation desk the following school morning. We will direct severe violations to the Dean of Students/Principal immediately.

By law no animals, except those assisting special needs' passengers, are allowed on the bus. (EC 39839)

Each bus has posted rules as follows:

- Follow the directions of the driver at all times.
("Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway." 5 CCR 14103)
- Stay properly seated at all times.
- All parts of the body must remain inside the bus.
- No pushing, fighting or inappropriate language.
- No eating, drinking or gum.
- No electronic devices (i.e.: headphones, cell phones, Game Boys, Etc.)

Be sure to read the "Keep Your Kids Safe!" pamphlet with your students.

*For your convenience the first week of school **only** we will be running a Parent Shuttle from the Calvary Chapel Shuttle Site. The Parent Shuttle will run continuously starting at 7:15 am and make a last run from the church leaving at 2:30 pm and again at 3:15 pm to 4:00 pm. We regret that we cannot provide the Parent Shuttle between 2:30 pm and 3:15 pm. **Beginning the second week of school, the shuttle will be on its regular schedule.***

To take advantage of the busing services, please complete the school bus yellow **VCS Transportation Registration** form using the Stop List as your guide. It is important to indicate the stop most convenient for you. If the current routes do not cover your area, please call us, and we will do our best to accommodate you. Mark AM and/or PM, and be sure to check Monthly or Occasional. Do not forget to indicate if your child is allowed to walk from the bus stop alone or not. Please sign and return the form to the Transportation Office conveniently **located in the High School Library building right next to the buses.**

You may contact the Transportation Department by phone 7:00 am through 2:30 pm and again 3:45 pm to 5:00 pm, Monday through Friday. Our email address is transportation@villagechristian.org. We are unable to be reached on the phone/email between 2:30 and 3:45 pm.

We strongly encourage you to take advantage of the safe, economical, and convenient services we provide. We look forward to serving you.

Very truly yours,

Mrs. Lonnie G. Whitten
Director of Transportation