

Transportation Department



Forest Hills Schools
7600 Forest Rd.
Cincinnati, Ohio 45255

May 5, 2011

Dear Parents,

In an effort to improve the efficiency of our department and to reduce routing changes after the start of the school year, we are changing the process by which we assign private and parochial school students to the bus. In the past we have assigned every student to a bus if they were on a list provided by the school, or if they had used the bus the previous year. This manner of assigning students to the bus is simply inefficient. Therefore, we are requesting the parent or guardian of each student submit a written request for transportation. We believe this process will improve the efficiency of the department, and will also improve the service provided to the students as there should be fewer changes once the routes are established.

For your convenience we have provided a form (Private & Parochial School Transportation Request) to be completed for each child to be riding the bus. This form will need to be completed each year to continue transportation services for your child/children. To allow us time to properly route buses for the schools, it is necessary to submit the form by July 1, 2011.

Bus route information will be posted on the district's web site at www.foresthills.edu. Due to the amount of changes that take place in August, please recheck your bus information often, up to and including the day before school starts.

The target date for the route information to be posted is August 15, 2011. Our office (231-3335) is inundated with phone calls this time of year and it could be very difficult for you to get through. If you cannot reach someone by phone, you may send an e-mail to me at richard.porter@foresthills.edu or Bev Wetterer at beverly.wetterer@foresthills.edu. Keep in mind that the first few days of school, buses may be running a little off the scheduled time. Ohio law requires your child to be at the bus stop prior (at least five minutes) to the approximate pick up time. It is unsafe for a child to be running to the bus stop when the bus is arriving.

Please review the following procedure with your child prior to the first day of school:

Pupils must wait in a location clear of traffic and away from the bus stop (Ohio Revised Code 3301-83-08-C1). ALL STUDENTS must wait at their designated place of safety until the bus has come to a complete stop. If students must cross the street to board the bus, they must obey the driver's hand signal and walk at least 10 feet in front of the bus. When departing the bus, students must go to the driver's designated place of safety (Ohio Revised Code 4511.75). If several students disembark together, those who cross the street to go home should wait for the driver's hand signal then move directly to their designated safe spot on their residence side of the street once they exit the bus. ALL STUDENTS departing the bus must wait at their designated place of safety until the bus has pulled away.

We are looking forward to another "safe" year. Thank you in advance for your support and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Porter', with a long horizontal line extending to the right.

Richard Porter
Transportation Supervisor