



**Transportation  
Services  
Center**

**5565 S. Crocker Street, Littleton, CO 80120 Phone (303)347-4775 Fax (303) 347-4789**

August 2009

Dear Elementary School Parents and School Bus Riders,

The Transportation Department welcomes your child to their school bus. We want them to have a pleasant ride that will get them to and from school safely. They can partner with us to help make it happen. Please review the following safety tips with your child.

**At the bus stop:**

- To wait for the bus, take 5 big steps back from the edge of the roadway on the sidewalk and form a single file line. **Stay off the roadway.**
- Arrive at the stop about 5 minutes prior to the scheduled bus stop time.
- The published times are the approximate times buses depart the stop.
- Respect the property where the bus stop is located. Don't climb on walls, fences or trees. Throwing things at each other and running between parked cars is dangerous.

**Safe behavior on the bus:**

- Stay seated.
- Keep your hands, feet, body and objects to yourself.
- No swearing, rude gestures or cruel teasing.
- Talk in a classroom voice.
- Follow the driver's directions.
- Stay out of *The Danger Zone*. Never cross the street behind the bus. Let the driver know if you must cross the street.
- If you drop something in front or under the bus, **don't pick it up. The driver can't see you.** Let the driver know immediately. Keep away from the tires.
- If something is wrong or you're lost, let the driver know immediately and we'll help you get home or back to school.
- If items are found on the school bus, drivers will hold it on the bus for one week. After that time the item will be turned into Transportation's lost and found box. Items not claimed by the end of the semester are donated to charity.

**Emergency Procedure / Missing Child:**

- If, in the afternoon, your child is not on the bus when it arrives, give the driver your child's name.
- Call your child's school.
- Call the transportation office at (303) 347-4775.
- If it's after 5:00 PM and your child is missing please call our District's Security department at (303) 347-3420.
- Emergency evacuation drills are conducted twice each school year.
- **Delayed Start/STORM SCHEDULE: School start times and bus stop times will be delayed by one half-hour (1/2).** Please note during inclement weather, buses may be delayed by congested traffic even though a delayed start has not been declared.

To make bus travel easier for the young, first time bus riders, kindergarten or first graders, we recommend to all parents that: For the first two weeks of school, your student wears a tag showing their name and bus route number. Please remember that young students are often excited and sometimes frightened the first few days of school. Very often they forget where their bus stop is or how to get home from the bus stop. Our drivers can help if they have your child's pertinent information.

Thank you for sharing this information with your child. We appreciate your help and cooperation. If you have any questions, please call our Transportation Office at (303) 347-4775.

Sincerely,

*Kanae Cockett*  
Director of Transportation  
Littleton Public Schools