



Student Bus Service

2017–18 Policies and Procedures

The Laboratory Schools' Student Bus Service policies and procedures have been established to ensure students' safety and comfort during the transitions between school and home. A successful student bus program depends largely on families' cooperation and agreement to make on-time connections. Please contact Colleen Coyle with questions at 773-702-9449 or via [email](#).

A. Routes: Four distinct daily routes are available, pending enrollment, for 2017–18.

Additionally, two Friday late-dismissal buses will be offered. The Laboratory Schools reserve the right to cancel or change routes based upon enrollment.

- 1. Morning Routes** arrive at Blaine Hall before the start of Middle and High School classes. Students in Lower School may wait in the Blaine Lobby with other students arriving early to school. Primary and Nursery/Kindergarten students will be escorted into Earl Shapiro Hall and brought to their classrooms.
- 2. Afternoon Routes** begin with pick-up at Earl Shapiro Hall before picking up students at Historic Campus in front of Blaine Hall. Nursery/Kindergarten students will be enrolled in the Extended Day Bridge program free of charge. They may also enroll in Extended Day Special Classes for a fee. Primary School students will be dismissed to have an organized snack before boarding.

B. Pricing

A. Student Bus Service Pricing: Families using any stop other than the 49th and Woodlawn stop may purchase Annual Round-Trip, Annual One-way (a.m. or p.m.), Single-Ride Packages or "Hop-on" Single Rides at the rates set forth below:

	Price	Per-Ride Cost
Annual Round-trip	\$2500	~\$7.50
Annual One-way (a.m. or p.m.)	\$1500	~\$9.10
Single-ride Package	Min. purchase of \$375	\$15
"Hop-on" Single Rides	\$25	\$25

- B. Hyde Park Shuttle Pricing:** Families using the 49th and Woodlawn stop may purchase Annual Round-Trip, Annual One-way (a.m. or p.m.), Single-Ride Packages or "Hop-on" Single Rides at the rates as set forth below:

	Price	Per-Ride Cost
Annual Round-Trip	\$1000	~\$3
Annual One-way (a.m. or p.m.)	\$600	~\$3.60
Single-Ride Package	Min. purchase of \$150	\$5
"Hop-on" Single Rides	\$10	\$10

- 1. Annual Round-Trip:** The annual round-trip pass is good for any ride on any route for the student for whom the pass was purchased. Annual round-trip passes are non-transferable, non-refundable, and non-proratable.
- 2. Annual One-Way:** The annual one-way pass is good for a specified direction (to or from school but not both) on any route for the student for whom the pass was purchased. Rides in the opposite direction will be billed at the "Hop-on" Single Ride rate. Annual one-way passes are non-transferable, non-refundable, and non-proratable.
- 3. Single-Ride Package:** A Single-Ride Package can be purchased for any student for whom a Registration Form has been completed. A Single Ride is good for a ride in one direction either to or from school on a specified day. A minimum commitment of 25 rides must be made in order to receive this rate. All rides after the first 25 will also be billed at the \$15 per ride rate. Packages are purchased per student and not transferable to another rider.
- 4. "Hop-on" Single Rides:** The "Hop-on" rate is available to families who will use the Student Bus Service/Hyde Park Shuttle sparingly. Any student who registers to use the bus/shuttle without making the minimum commitment of 25 rides will be billed at \$25 (Student Bus Service)/\$10 (Hyde Park Shuttle) per ride.
- 5. Multiple-Child Discount:** Households purchasing the same annual passes for more than two children will be charged for the first two annual passes. Passes beyond the first two will be billed at the reduced rate of 50% per annual pass.
- 6. Guest Pass:** Your child may invite a guest or guests. The guest's parent or guardian must authorize the ride in advance by emailing nsbus@ucls.uchicago.edu. The host child's FACTS account will be charged

for the guest ride at \$15 per ride package rate for Annual and Package-rate holders and the "Hop-on" rate for "Hop-on" riders.

- C. **Billing:** For annual Round-trip and Annual One-way purchases, a 10% non-refundable deposit will be billed on July 15, 2017 through FACTS. The remaining balance will be billed quarterly in October, January, and April. For Package-rate purchases, the minimum rate will be billed on July 15, 2017 or at time of purchase thereafter. All single-rides and hop-on rides will be billed monthly thereafter.
- D. **Registration:** Children must be registered using the [**Bus Registration Form**](#) prior to riding the bus. Students will not be allowed to board the bus without a completed registration form.
- E. **Student Schedules:** Prior to your child riding the bus, you must provide the Laboratory Schools with your student's bus schedule by entering information into the School Pass system. Failure to make adjustments to your child's schedule will preclude your child from being able to board the bus. For the safety of all of our students, schedule changes for afternoon rides made less than one hour prior to the scheduled bus departure time are not guaranteed.
- F. **Itinerary:** Initial itineraries are available on the Laboratory Schools' [**website**](#). Final itineraries will be available prior to the start of the 2017–18 school year.
Itineraries are subject to change based on participation.
- G. **Traffic, Patience, Bus Location:** Please allow for unexpected traffic tie-ups or other possible delays in comparison to the published itineraries. Where and when known, information will be shared with families if a major service disconnect is anticipated. With regard to delays of less than 15 to 20 minutes, please be patient.
- H. **Pick-up Personnel:** Riders in the fifth grade or below must be met at the drop-off location by an authorized individual. If no one is present to meet the student, he or she will be returned to the Laboratory Schools and the parents or guardians will be notified. Fifth grade and higher may be dismissed from the bus without an adult only if authorization for such dismissal is indicated on the Bus Registration Form. Younger siblings of these students may accompany them if so authorized on their registration form. However, younger siblings authorized to go with older sibling will NOT be dismissed unless the older child is present.
- I. **Monitors:** The bus service will include a monitor or monitors on each bus. The monitor(s) will keep order on the bus, including, but not limited to: (a) directing students to sit in specific seats, (b) separating students from each other, (c) taking and retaining any object or material that, in the discretion of the monitor(s), is associated with inappropriate behavior, and (d) returning confiscated property at

the end of the ride to the student or the student's parent or guardian, depending on the student's age and the confiscated item. Disregard by students of the monitor's instructions will be grounds for termination of ridership privileges; monitors will report behavior issues daily. The bus driver and monitor(s) ensure connection between younger children and parents, guardians, or other designated caregivers.

- J. **Adult Riders:** Parents, guardians, and designated caregivers may ride without charge subject to the availability of seats and the discretion of the bus driver and monitor(s).
- K. **Communication:** Complaints, notices, and suggestions should be submitted in writing to Colleen Coyle via [email](#). Communication of this nature made in other manner (e.g., orally to the bus driver or monitors) will not be considered to have been communicated to the Laboratory Schools. Please refrain from such discussion with the bus driver and/or monitor(s), as it may create delays in the scheduled route and/or cause misinterpretation of contract policies and procedures.
- L. **Suspension or Termination:** Ridership privileges may be denied or revoked at any time and for any period of time at the discretion of the Laboratory Schools. Grounds for such action may include, without limitation: (a) payment delinquency, (b) inappropriate student behavior, (c) repeated failure to pick-up a student at the scheduled drop-off location, or (d) failure or refusal to fasten or maintain seat belt fastened if so instructed.
- M. **Damage:** Parents or guardians are responsible for payment of all costs for damage to a bus caused by a student.
- N. **Food & Drink:** No eating or drinking is allowed on the bus.
- O. **Compliance:** Each rider will obey the driver and monitor(s) and treat them with respect.