



Big Spring School District
Student Transportation Department

45 Mt. Rock Road
Newville, PA 17241
717-776-2414
FAX 717-776-4428

To All Parents/Guardians:

The Big Spring School District Student Transportation Department is attempting to ensure the safest and the most efficient transportation arrangements for each child. In order that the routing and pick-up times are more accurately noted for the bus schedules, we ask that you please review the information below carefully.

1. Requests for permanent changes in student transportation other than to and from their home must be mailed to:

Student Transportation Department
Attn: Mrs. Sharon Hoover
45 Mt. Rock Road
Newville, PA 17241

All requests for the 2010-2011 school year must be received by the transportation office on or before **August 1, 2010**.

2. **Baby-sitting/childcare providers must be located within the attendance boundaries of the Big Spring School District in which your child is enrolled, and all providers must be located on an established bus route.**
3. **Arrangements previously in effect for the 2009-2010 for pick-up/drop-off at babysitters will not be continued unless the student transportation department is notified by use of the attached form.**
4. **Student transportation arrangements must remain the same for each day of the week (Monday through Friday). The pick-up location must remain the same for each day of the week. The drop-off location, even though it may be different than the pick-up location, must also remain the same for each day of the week. You may have the option of having the bus deliver your child to a different location from where he/she was picked up; however this location must remain the same for each day of the week.**
5. **Both sides of the bottom of the attached form must be filled out indicating Pickup Location and Drop Off Location.**
6. **The attached form must be submitted to the transportation department 3-5 days in advance of any changes.**
7. **You will be notified by the transportation department when service to the new stop will begin.**
8. **The annual transportation form is attached to this letter.**

Thank you for your cooperation as we work together to ensure the safest and most efficient transportation available for your student.

Sincerely,

Mr. Rick Gilliam
Transportation Director