



# Memorandum

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To: Parents/Guardians

From: Timothy Reed, Director

Date: August 1, 2019

Re: Parent Meeting and Designated Lake and In Town Stops

Beginning this school year the Menominee Department of Transit Services will be implementing designated scheduled bus stops for our School Tripper route services on the Hwy VV, Old South Branch Rd, and in town Keshena areas. This procedure was implemented last year on the Shawano Express route and it worked very well. We are organizing the routes in this way for a number of reasons:

- Reduces ride times for our students
- Reduces wait times, especially important during inclement weather
- Reduces behavioral issues on the bus
- Allows routes to increase ability to be at school on time for breakfast and start of school day

Specific stops will be selected once we start receiving Rider Applications for the 2019-2020 school year. Stops will be determined based on the locations of the students choosing to use the school tripper service.

Menominee Department of Transit Services will be hosting a **Parent Meeting on August 20<sup>th</sup>, 2019 at 5:00pm at the Transportation Center**. At that time we will hand out the Neighborhood Stops, review ridership rules, discuss our no show policy, and answer any questions you may have.

**Once established all students must be at their designated stop five (5) minutes prior to the scheduled arrival time.** It is important for students to be at their stops before the bus arrives, so that they will not cause the other students to be late for school. Students should be waiting in an orderly manner at least ten (10) feet away from the road prior to the arrival of the bus.

**Students ten (10) and under** These students will not be released from the bus without the presence of a parent, guardian, or appropriate adult caretaker at the bus stop. If no responsible adult is present for a student, the student will be brought back to Transportation and placed in a safe area. Parent/guardians will need to come in and sign out their student. After two (2) incidents the child will be removed from the route and could lose their riding privileges on the School Tripper services.

Menominee Department of Transit Services staff look forward to the school year and the ability to provide your children with an efficient and above all safe ride to school. We (parents, students and staff) need to work together in order to have a successful school year. We look forward to speaking with you at the parents meeting. If you cannot make the meeting, please do not hesitate to contact us with any questions or concerns.

Thank you.