

Special Needs Transportation Policies

Dear Parents and Guardians:

Oregon Trail School District has contracted with Student Transportation of America (STA) for the provision of transportation services for the school year. The following policies will help us maintain consistent service and keep your children safe:

- **If your child will not be attending school or does not need a ride home; Notify STA 503-668-8855.**
- For any **changes in address, phone number, schedule changes, or daycare information**, Call Student Services at (503) 668-4949
- It will take 3-5 business days to enact changes. **Bus drivers are not able to accept changes.**
- Transportation will be cancelled after 3 consecutive days if there is no phone call received from you to cancel. We will attempt to contact you before instructing STA to discontinue transportation until further notice.
- Have your child ready and at the bus stop **five minutes** prior to arrival time.
- For morning transportation, drivers will wait **3 minutes** beyond their designated pick-up time, or **3 minutes** after their arrival if they are past their designated time.
- Bus stops will be at sites designated by STA. Please note that buses are not able to drive down driveways, lanes or unpaved roads.
- Buses will not return to pick up your student if they miss the bus.
- Parents and siblings are not able to ride the bus with their student.
- If a student needs to be met by a parent or caregiver when they are dropped off, STA drivers will wait for **3 minutes**. After **3 minutes**, the driver will notify STA they were unable to drop off your child. STA and Student Services will attempt to contact you as to where you can pick up your child.
- If your student needs to be met by an adult, the adult must be outside at the bus stop waiting.
- Drivers will not be able to “circle back” to drop off your child.
- If we are unable to communicate with you, your child will be dropped off at their School or Sandy Police Department and they will contact you.
- Please make sure Student Services has current phone numbers and addresses where you can be reached.
- STA dispatch will be contacting you with the pick up time and location.

Thank you for your cooperation. We are looking forward to a great year!

Sincerely,

Oregon Trail Student Services