

Hawthorn School District 73

841 West End Court • Vernon Hills, Illinois 60061
Phone (847) 990-4200 • Fax (847) 367-3290

Guidelines for Bus Transportation For the 2010 - 2011 School Year

These Guidelines offer information about the Hawthorn Bus Program, including an explanation of who is eligible for free bus service, how you can purchase service, and how bus stops are developed. Hawthorn works with our transportation contractor (Lakeside) to continuously monitor and improve our routes and process. We value and require the cooperation of our families and bus riders as we work to make the transportation experience as efficient, effective and safe as possible.

Transportation Freeze: From mid-summer until after approximately the first month of school, Hawthorn “freezes” bus routes. The transportation freeze has proven to be a valuable planning tool as it has allowed us to fine-tune routes and provide more route practice time for our drivers, resulting in a much smoother transition into the school year. **This year’s freeze is from July 15th to September 15th, 2010.**

Bus Route Development: Routes and stops are created based on transportation industry standards to ensure safety and efficiency. Hawthorn bus stops are generally on corners and within a two-block walk, which is well within the mandated 1.5-mile limit. Students should be aware that middle school bus stops may not be the same as elementary stops.

Free Bus Service: Students who live more than 1.5 miles from their school receive free bus service and are automatically assigned a bus stop according to their permanent home address. Route information will be mailed to homes in late August before the start of the school year. We respectfully request that parents who opt out of free transportation please notify their school or the Hawthorn Transportation Hotline (847-990-4260).

Walk Zone: Students living less than 1.5 miles from their school do not receive free bus service. Distance is based on your permanent home address, not your daycare provider address. Option-to-Pay Bus Service is available.

Option-to-Pay Bus Service: Students who live less than 1.5 miles from school and who desire bus transportation can purchase service through the Option-to-Pay Bus Program. More information is available on the following pages and at www.hawthorn73.org/info/transportation, which includes a downloadable Option-to-Pay Bus Service form.

Alternate Childcare Bus Stops: If you need bus transportation to a location other than your permanent residence, please complete the Bus Route Information for Childcare form. Fill out this form each year as Hawthorn does not keep this information from year to year. Note that all bus routes **do not** serve all childcare facilities or neighborhoods. It is the responsibility of the parent making arrangements to ensure that your school’s bus routes have access to your childcare stop so that appropriate alternate busing is actually available. Alternate stop requests will not be processed during our route freeze. Parents are responsible for providing transportation until alternate stops are in place. A Bus Route Information for Childcare form is in this registration packet and at www.hawthorn73.org/info/transportation.

- Students must use their assigned bus stop. Bus drivers are not authorized to make changes.
- Parents and other adults are not allowed on Hawthorn buses at any time.
- Neighbors are encouraged to keep sidewalks clear for the safety of our students and all residents.
- Appropriate bus behavior is imperative to the safety of all students. Inappropriate or disruptive behavior will be reported by the bus driver to the school office. Disciplinary action may include suspension of a student’s bus privileges. More information is provided in the *Student/Parent Handbook* and www.hawthorn73.org/info/transportation.
- If you have questions, visit the Transportation webpage: www.hawthorn73.org/info/transportation or call the Hawthorn Transportation Hotline at 847-990-4260.

Hawthorn School District 73
Option-to-Pay Bus Service
for the 2010 - 2011 School Year

Determination: Option-to-pay bus service is available on a limited basis for students living less than 1.5 miles from school. **Distance is based on permanent home residence**, not daycare or babysitting arrangements. If you live in the Deerpath or Aspen Pointe subdivision and attend Elementary South, Aspen or Middle South, you do not receive free bus service and are eligible for option-to-pay service. If you live in New Century Town subdivision west of Big and Little Bear Lakes and attend Elementary North, Townline or Middle North, you do not receive free bus service and are eligible for option-to-pay.

Requests: To make a request, complete the Option-to-Pay Form and remit payment, as indicated on the form. The form is also available at www.hawthorn73.org/info/transportation.

Deadlines & Availability: Since option-to-pay busing is based on the number of students riding the bus, the District will strictly adhere to payment deadlines. Parents who require additional time to make payment should contact the District Office to develop a payment plan. **Requests must be received prior to July 15, 2010** for service to be available on the first day of school. Once the July 15th freeze goes into effect, requests will not be accepted until the route freeze is lifted. Parents submitting requests during the freeze are responsible for transportation until after the freeze is lifted.

New Residents/Late Requests: For families moving into the District during the school year, requests will be based on the availability of space. Cost will be calculated based on the most recent trimester. Parents will be responsible for providing transportation until the stop is incorporated into the route, usually 3-4 days after receipt of the request. No requests will be taken during the route freeze.

Route/Stop Development: Option-to-pay routes are developed following the same guidelines as the regular routes. Bus stops for all students are generally at corners and within a two-block walk, which is well within the 1.5 mile limit. To clarify, the option-to-pay bus does **NOT** provide door-to-door limousine-type service.

Round Trip vs. One Way: Payments are based on routes to and from school. One-way payment options are not available, except for Kindergarten students. However, it is a parent's prerogative to transport a child in an alternative manner.

ELEMENTARY NORTH (gr K-5), 301 Hawthorn Parkway, Vernon Hills (8:40 AM to 2:55 PM)

- All students qualify for free busing except those living in New Century Town subdivision west of Big & Little Bear Lakes.
- A crossing guard is assigned on Hawthorn Parkway.

ELEMENTARY SOUTH (gr K-5), 430 N. Aspen Drive, Vernon Hills (8:40 AM to 2:55 PM)

- All students qualify for free busing except those living in Deerpath or Aspen Pointe subdivisions.
- A crossing guard is assigned on Aspen Drive at Augusta.

ASPEN ELEMENTARY (gr K-5), 500 N. Aspen Drive, Vernon Hills (7:55 AM to 2:10 PM)

- All students qualify for free busing except those living in Deerpath or Aspen Pointe subdivisions.
- A crossing guard is assigned on Aspen Drive and Augusta.

TOWNLINE ELEMENTARY (gr K-5), 810 N. Aspen Drive, Vernon Hills (8:50 AM to 3:05 PM)

- All students qualify for free busing except those living in New Century Town subdivision west of Big & Little Bear Lakes.
- A crossing guard is assigned on Hawthorn Parkway.

MIDDLE SCHOOL NORTH (gr 6-8), 201 Hawthorn Parkway, Vernon Hills (7:40 AM to 2:10 PM)

- All students qualify for free busing except those living in New Century Town subdivision west of Big & Little Bear Lakes.
- A crossing guard is assigned on Hawthorn Parkway.
- Note: Middle School bus stops may not be the same as Elementary bus stops.

MIDDLE SCHOOL SOUTH (gr 6-8), 600 N. Aspen Drive, Vernon Hills (7:40 AM to 2:10 PM)

- All students qualify for free busing except those living in the Deerpath or Aspen Pointe subdivisions.
- A crossing guard is assigned on Aspen Drive and Augusta.
- Note: Middle School bus stops may not be the same as Elementary bus stops.