

PAUL'S BUS SERVICE
3561 W. KEMPER RD. CINCINNATI, OHIO 45251 851-5089
TRANSPORTATION LETTER

Dear Parents,

If you are not eligible for Oak Hills school bus transportation and would like yellow bus service for the 2011-2012 school year, please complete the attached registration form and return it by **August 1, 2011**.

Paul's Bus Service routing is based on the registrations we receive. Returning this form (*with the 1st month's payment and a non-refundable \$12.00 per school registration fee*) as soon as possible can insure your child(ren) a place on the bus with the best possible pickup and drop off location. Please send one (1) form for each child. *Additional children must have the same address to get the discounted rate.*

We will provide AM and PM service to any elementary, middle and high school students when possible. Every child must be registered with Paul's Bus Service each year to be eligible for a bus. Failure to register your child(ren) early enough could result in each being placed on a waiting list. Once the buses are full, you will be placed on a waiting list which will be reviewed on a week-to-week basis.

NOTE: TRANSPORTATION WILL BE PROVIDED TO DIAMOND OAKS ON OAK HILLS HIGH SCHOOL SCHEDULE ONLY!

In regards to Kindergarten students, Paul's Bus Service will only provide one-way transportation. This means we will provide transportation to school for an AM student, and home from school for a PM student. No mid-day bus is available for Kindergarten. The one-way fee (for Kindergarten only) is \$45.00 per month.

Bus passes must be purchased from the driver, by check or money order **before the 1st of every month. No cash please!** If your payment has not been received by the 1st of the month without prior arrangements, *we reserve the right to cancel your child's transportation and assign the seat to someone else.* To assure proper credit to your account, **all checks and money orders must have the student(s) name on them, especially when there is more than one and/or the last names are different. When families have divided and are sharing the responsibility of making payments, please send only one (1) check each month to cover all the riders.** We do charge \$20.00 for non-sufficient funds checks. All NSF checks not made good in 10 days by money order will cause transportation to be discontinued.

We ***will not*** pro-rate payments. You must pay monthly payments regardless of how often your child rides. If your child is involved in sports or other activities and does not ride, you may cancel service for those months. If you do not call the office and cancel, you are still responsible for those monthly payments. If you do cancel, it is your responsibility to call the office to see if room is available on the bus at the time you wish to resume service. If a seat is not available, you will be asked if you would like to be placed on a waiting list for the next available seat. **You must call the office if you choose to cancel service for any reason.** If you do not call, we will assume that you are still using the service even if no one is riding. Therefore, you will be responsible for each payment, even if you are no longer using the service. Because the seat has been reserved for you, no refunds (partial or full) will be given once the month has started.

If you have any trouble with our service, please don't hesitate to call the office. We ask that you please **do not** confront the driver. They are there to transport your children safely and do not need any additional distractions.

WEATHER CONDITIONS – please watch your local news for weather delays or cancellations. If Oak Hills is on a 2 hr delay, buses will run 2 hrs later than normal. Late start days for Elementary will be as follows: 1 hr delay will be picked up 1 hr later, 40 minute delay will be picked up 40 minutes later, etc. High school late start days will be at regular scheduled times. On early release days, Paul's Bus Service will provide service for students who are on early release at the scheduled release time, or as early as possible.

Route information and payment envelopes will be mailed to you the week before school begins. Thanks!

*****PLEASE KEEP THIS PAGE FOR YOUR RECORDS*****

PAUL'S BUS SERVICE

BUS RULES

- 1. STUDENT MUST HAVE BUS PAYMENT BEFORE THE FIRST OF EACH MONTH OR CHILD WILL BE REFUSED TRANSPORTATION AND SENT BACK INTO THE HOUSE, SITTER'S, OR DAYCARE ETC.**
- 2. THERE IS NO EATING, DRINKING, OR GUM CHEWING ON THE BUS.**
- 3. FIGHTING, HITTING, PUSHING AND PROFANE LANGUAGE IS NOT PERMITTED ON THE BUS.**
- 4. NO SMOKING!**
- 5. DO NOT DAMAGE BUS PROPERTY. (Parents are responsible for damages.)**
- 6. WALKWAYS MUST BE KEPT CLEAR.**
- 7. ALL STUDENTS WILL OBEY ANY VERBAL DIRECTIONS GIVEN BY THE DRIVER. (Refusal to listen could be an automatic suspension.)**
- 8. STUDENTS ARE NOT PERMITTED TO CHANGE SEATS.**
- 9. NO WEAPONS OR DRUGS (any one caught will receive permanent expulsion, and will be prosecuted to the fullest extent of the law).**
- 10. BUSES WILL NOT WAIT AFTER SCHOOL MORE THAN 7 MINUTES.**
- 11. NO USE OF CELL PHONES, CD PLAYERS, OR IPOD'S IS PERMITTED WHILE ON THE BUS.**
- 12. STUDENTS ARE TO WAIT AT THEIR DESIGNATED STOP, 10 STEPS FROM THE ROAD (THE DESIGNATED PLACE OF SAFETY).**
- 13. STUDENTS WHO ARE REQUIRED TO CROSS THE STREET AT THEIR PICK-UP OR DROP-OFF POINT MUST COMPLETELY FOLLOW THE DRIVER'S INSTRUCTIONS TO STAY IN COMPLIANCE WITH OHIO STATE LAW.**

THESE RULES WILL BE ENFORCED. ANY STUDENT WHO DOES NOT FOLLOW THESE RULES WILL BE SUBJECT TO DISCIPLINARY ACTION, INCLUDING POSSIBLE SUSPENSION FROM THE BUS. PLEASE INSTRUCT YOUR CHILD OF THESE RULES. STUDENTS MAY GET ON OR OFF THE BUS AT THEIR DESIGNATED STOP ONLY!

*****STUDENTS MUST BE AT THE BUS STOP'S PLACE OF SAFETY TEN (10) MINUTES PRIOR TO THE PICK UP TIME. STUDENTS ARE TO WAIT ON THE RESIDENCE SIDE OF THE STREET. STUDENT'S WHO MUST CROSS THE STREET MUST WAIT FOR THE DRIVER'S INSTRUCTIONS AND SIGNAL TO CROSS THE STREET, ACCORDING TO OHIO STATE LAW. BUS PASSES ARE EXPECTED TO BE SEEN DAILY, BOTH IN THE MORNING AND THE AFTERNOON. PASSES MUST HAVE STUDENT'S NAME ON THEM AND CARRIED AT ALL TIMES. TRANSPORTATION MAY BE REFUSED IF A STUDENT DOES NOT PRESENT A BUS PASS WHEN ASKED TO BE SEEN BY THE DRIVER. *****

DON'T FORGET TO ENCLOSE YOUR REGISTRATION FEE AND 1ST MONTH'S PAYMENT.

**PAUL'S BUS REGISTRATION FORM 2011 – 2012 SCHOOL YEAR
OAK HILLS SCHOOL DISTRICT**

If you are interested in receiving bus service, please fill out this form and return it immediately along with the 1st month's payment and \$12.00 registration fee. Checks will not be cashed until August 1, 2011.

Please use one form per child. If necessary, you may copy this form or get an extra copy from your school office. *All additional children must have the same address to receive the discounted rate.*

The fees for the school year will be:

***\$12.00 registration per school
\$80.00 a month – first child
\$45.00 a month – second child
\$40.00 a month – each additional child
\$45.00 for Kindergarten – Circle AM or PM
(ONE WAY ONLY FOR KINDERGARTEN)***

***PRICES ARE SUBJECT TO CHANGE
DUE TO FUEL PRICES.***

**PAYMENTS MUST BE RECEIVED
BEFORE THE 1ST OF EACH MONTH.**

SEND ALL REGISTRATION FORMS TO:

**PAUL'S BUS SERVICE
3561 W. KEMPER RD.
CINCINNATI, OHIO 45251
513-851-5089**

STUDENT NAME

STUDENT ADDRESS (OR DAY CARE PROVIDER)

NEAREST SIDE STREET

HOME PHONE #

ALTERNATE PHONE #

GRADE DOB SCHOOL

PRIMARY EMERGENCY CONTACT PHONE #

SECONDARY EMERGENCY CONTACT PHONE #

MOTHER'S NAME DAYTIME/WORK # CELL # (IF APPLICABLE)

FATHER'S NAME DAYTIME/WORK # CELL # (IF APPLICABLE)

PARENT(S) ADDRESS ZIP CODE

NOTE: Registration forms received before **August 1, 2011** will have a 99% chance of being placed on a bus. Any forms received after August 1st may not receive service before September 1st. You will be called when your child is placed on a route and may start riding. Continually calling the office for updates merely slows down the process of getting students started for the year.

PLEASE READ AND SIGN THE BACK OF THIS FORM BEFORE RETURNING

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

ROUTE # AM _____ PM _____ DATE RECEIVED _____

TIME OF PICK UP _____ SEAT # _____ DATE STARTED _____

BUS STOP _____

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PARENT SIGNATURE

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