

REQUIRED ITEMS FOR COMPLETION

- Form request type (ONLY ONE TYPE)
- School of attendance (ONLY ONE SCHOOL)
- Student Name
- Student Birthdate
- Student Grade Level
- Guardian and/or Alternate Transportation Party Name
- Relationship to Student—must notify of change
- Complete Address—must notify of change
- Contact Number/s—must notify of change
- Guardian Email—REQUIRED; must notify of change

APPLICABLE DOCUMENTATION

*** Proof Of Residency -**

Must be one of the following that is current, no more than 60 days old with visible statement/process date:

Bank Statement, Paystub, Billing Statement, Letter from Government or Legal Agency, Lease, Computerized Rental Receipt, Utility Bill or Turn On Notification, USPS Change of Address

Confirmation Letter, etc. **No Handwritten, mass mailers, or junk mail will be accepted.**

***Custody Information (if applicable)**

Must be court stamped and in its entirety

*** Birth Certificate (if applicable)**

It is strongly suggested to provide a birth certificate for all incoming KG/new to school students and students that have never been enrolled in Akron Public Schools to enable quick processing of your request

TRANSPORTATION CONTACT INFO

Akron Public Schools 330-761-1390
Petermann Bus Co. 330-773-4222
Student Services/Transportation 330-761-2738

*DO NOT USE THIS FORM for students who are in High School or attend any Akron Public School. Guardians of High School Students (9th-12th) must contact M. Freeman for a Metro bus pass at (330) 761-2961 or mfreeman@apslearns.org.

RFT GENERAL INFORMATION

- Must reside within the Akron Public School District! Not eligible for out-of-district students.
- Yellow Bus transportation service only
- May list up to 4 students on this form
- Only one school may be listed per form
- Must be from a residential, not business address, and reside over 2.0 miles from school of attendance

- Must be within 30 min or less travel time by bus
- **Required yearly** and/or any time there are changes in school, address, and/or guardianship
- Must be turned in 4 weeks prior to school starting at the beginning of school year for transportation service when school starts
- May apply year-round once school is in session
- Late entry at beginning of school year may cause a 10-14 business day delay in processing (not counting holidays and weekends)
- Payment-in-Lieu eligibility is at the sole discretion of Akron Public Schools.

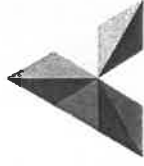
- Denial letters for missing documentation or change in status will be mailed to residence on file
- Can re-apply at any time

BUS STOP INFORMATION

- **Stops may be up to 1/2 mile from residence**
- Students must be at stop 5 minutes prior to scheduled pick-up time to assure timely operation
- Buses will not wait for students for more than 1 min from normally scheduled departure time
- KG & 1st grade students must be accompanied at stop location by an adult
- Services cancelled after 15 school days of inactivity

- When Akron Public Schools is closed for inclement weather, no transportation services will be provided.

This form is NOT to be used for students attending any Akron Public School or students attending any High School



**Akron Public
Schools.**

Request For Transportation Services Form

For 2022-2023 school year

**For Use By Charter, Parochial &
Non-Public School Students in
Grades KG—8th only**

**Legal Guardians are required to complete and return
this form with required documentation to
Akron Public Schools for consideration of
transportation services—NOT SCHOOLS**

*Helping to serve our Community, Schools,
and Families one child at a time!*

Please note requirements listed under each heading: Only ONE FORM TYPE may be chosen:

Updated/New Student

*REQUIRES THE FOLLOWING ITEMS TO BE PROVIDED OR THERE WILL BE A DELAY IN SERVICE:

- Current, Visibly Dated Proof of Residency Copy of Birth Certificate Highly Suggested (may delay processing without birth certificate)
- ◆ New to School, Moved, or Changed Address
- ◆ New to Transportation Services/ Never received services for this school year
- ◆ Change of Custody/Guardianship

Renewal With No Changes

*Student received transportation services to the exact same school for the duration of the 2021-2022 school year with no changes from the exact same address and same school of attendance

- ◆ At Same School as previous year
- ◆ At Same Address as previous year
- ◆ Same Guardian as previous year

I am requesting AM & PM service (optional)

I am requesting AM pick-up ONLY (optional)

I am requesting PM drop-off ONLY (optional)

Akron Public Schools provides a variety of transportation services to our community. We offer transportation services via an APS yellow bus, a contracted yellow bus provider, or a stipend, called payment-in-lieu, for parent transporting their student/s when necessary.

Akron Public Schools Transportation Department is the solely responsible for deciding who is eligible for the payment-in-lieu stipend. A request cannot be made to solely receive payment-in-lieu instead of riding a yellow bus should a bus be available. You may choose to refuse all types of transportation services provided by marking the box below.

I do not wish to be given any type of transportation services, including payment-in-lieu reimbursement and/or physical yellow bus service.

By refusing services, I realize that there will not be any form of service provided to me/my student. This means that I am willfully choosing to transport my student on my own. Should I change my mind, I will need to reapply for services in the future.

RETURN TO:

Akron Public Schools
 Student Services /Transportation, Rm 513
 10 North Main Street, Akron, OH 44308
 FAX: (330) 761-3224 or (330) 761-2960
 EMAIL: transf@apslearns.org

**Schools are not required to complete or return this form in to APS

****For 2022/2023 School Year Only****
****You may only request ONE SCHOOL**

- ___ Akron Preparatory School 13254
- ___ Akros Middle School 12060
- ___ Arlington Christian Academy 113050
- ___ Chapel Hill Christian—NORTH 60657
- ___ Chapel Hill Christian—SOUTH 71571
- ___ Canton College Preparatory 13255
- ___ Case Preparatory (formerly University) 19221
- ___ Cornerstone Community 134460
- ___ CVCA Christian 67611
- ___ Eagle Academy (formerly STEAM) 12627
- ___ Edge Academy 133538
- ___ Emmanuel Christian Academy 120865
- ___ Faith Islamic 143248
- ___ GSELC/SCOPE 11381
- ___ Holy Family 57513
- ___ Imagine Leadership (1st-6th only) 14121
- ___ Imagine Akron Academy (KG only) 11947
- ___ Immaculate Heart of Mary 57232
- ___ Julie Billiard of St Sebastian 16974
- ___ Lake Center Christian 64915
- ___ Main Street Preparatory 14066
- ___ Mayfair Christian Academy 54171
- ___ Middlebury Academy 134213
- ___ Our Lady of The Elms (KG-8th only) 56937
- ___ Old Trail 60848
- ___ Redeemer Christian School 60368
- ___ S.U.P.E.R. Learning Center 10582
- ___ Spring Garden Waldorf 96693
- ___ St. Anthony of Padua 56994
- ___ St. Augustine 57182
- ___ St. Francis de Sales 57018
- ___ St. Hilary 57034
- ___ St. Joseph—Cuyahoga Falls 57240
- ___ St. Joseph—Mogadore 60012
- ___ St. Mary 57067
- ___ St. Sebastian 60962
- ___ St. Vincent de Paul 57109
- ___ Summit Academy Elementary 133587
- ___ Summit Academy Middle 132779
- ___ Summit Christian School 96966
- ___ The Lippman School 65722
- ___ Total Education Solutions 17448

OTHER:

*****NOT FOR AKRON PUBLIC SCHOOLS STUDENTS*****

ALL information is **REQUIRED** to be filled in

1st Student:

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

2nd Student:

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

3rd Student:

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

4th Student:

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

***All of the information below is REQUIRED to be legible and completed by the ADULT requesting transportation services for their student/s:**

(NOTE: If requestor is married and residing together, BOTH names must appear on form or requestor may be considered a single parent and may require additional custody documentation)

*Requestor Name: _____

*Relationship to Student: _____

*Legal Guardian? Yes ___ No ___ *Custody Yes ___ No ___

Court Case Number: _____

___ Divorced/Residential ___ Court-Placed

*Address: _____

*Apt. *City: _____ OH *Zip: _____

*Guardian Email: _____

(Email is required to received routing information)

*All-Call Number: _____

*First Contact Number: _____

By signing and dating this form (required), I agree that I have read and agree to the stipulations listed.

Furthermore, I am requesting consideration for transportation services for the above-named student/s. I realize that completion of this formal request DOES NOT GUARANTEE transportation services for my student/s.

X _____ X _____
 Signature of Requestor Date

SCH USE ONLY: _____ MKV

APS USE ONLY: DBCR _____ DIPOR _____ DCUST _____ DRIFT _____ DMISC /DDIST _____



Akron Public Schools

Akron Public Schools Central Registration/Transportation Attn: Ramona Carroll
10 N Main Street, Rm 513, Akron, OH 44308

Phone: (330) 761-2738 Fax: (330) 761-3224

Stopfinder Information Update

Akron Public Schools uses a tracking program called Stopfinder to assist in live tracking of our buses that are providing transportation services.

This app program will let you keep track of your student's bus virtually. This can assist you planning and being aware of any possible changes and delays.

In order to be able to access the Stopfinder application for the current school year, we ask that you please complete this form with the most accurate up-to-date information for your child/ren. Stopfinder requires a guardian name and email address in order to allow you to be connected to it.

Please complete the information below. Please be sure to list your student's legal birth name as it appears on the birth certificate. If you do not know your student's *APS Student ID number, please leave that area blank.

PLEASE PRINT THE REQUIRED INFORMATION BELOW:

<u>*STUDENT ID</u>	<u>STUDENT NAME</u>	<u>DOB/GRADE</u>	<u>SCHOOL</u>
000123456	IMA EXAMPLE	01/01/15 / KG	ST. AUGUSTINE (Example Only)
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____

_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____

GUARDIAN NAME

ADDRESS

EMAIL ADDRESS

ALL-CALL NUMBER

FIRST CONTACT NUMBER

() _____

() _____

Please be aware that this form is required to be completed anytime you need to update your information. Please return this completed form to your school or to Akron Public Schools via the following manner:

To Mail

Akron Public Schools
ATTN: Central Registration/Transportation
10 N. Main Street
Room 513
Akron, OH 44308

To Fax:

(330) 761-3224
ATTN: Central Registration/Transportation

To Email:

transrft@apslearns.org



PARENT RESPONSIBILITIES:

1. You must apply for consideration of transportation services. Akron Public Schools does not assume that transportation services are needed.
2. You must apply every school year and anytime that you move, change schools, and/or have a change in guardianship.
3. Only legal parent/s or guardian/s may apply for transportation services for a student. Proof of custody may be required.
4. **Ensure your child arrives at the correct bus stop 5 minutes before bus time.**
5. **Parents of students K-1st, are required to be at the bus stop in the am and pm.**
6. Required to provide necessary protection for your child when going to and from the bus stop.
7. Supervision of students at their bus stops.
8. To accept joint responsibility with the school for proper conduct of your child while riding the bus and at the bus stop.
9. To be sure that your child is properly dressed for the weather.
10. To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
11. To explain to your child that on occasion, a bus may take a different route than what they are used to and not to be upset; they will arrive at their school or bus stop.

Akron Public Schools strives to serve and support our community, schools, and families.

SAFETY

- ≈ Your child's safety is the first concern of the driver and the Transportation staff.
- ≈ At the beginning of the school year, young students should wear name tags pinned to their clothing, with their name, address, phone number and school to ensure they arrive at the correct location.
- ≈ Pupil behavior that distracts the driver, including, but not limited to yelling, throwing of objects, fighting, etc. are hazards that jeopardize the safety and welfare of all the passengers, driver, and the community.
- ≈ In the afternoon, a parent is required to be at the bus stop for students in KG & 1st. If the parent is not there when the bus arrives, the student will be returned to the school where the parent can pick them up.
- ≈ Bus stops are established according to state laws and regulations and are approved by the Board of Education. Stops can be up to 1/2 mile from residence.
- ≈ **Consequences for violation of bus rules include:**
 1. Students violating the bus rules may receive a bus incident report written by the driver and given to the school principal that may result in discipline measures being given.
 2. Students that continue to violate the bus rules may have their transportation service revoked by agreement between the school principal and the APS Transportation Department. Students are still required by state law to report to school even if bus service has been revoked.

AKRON PUBLIC SCHOOLS

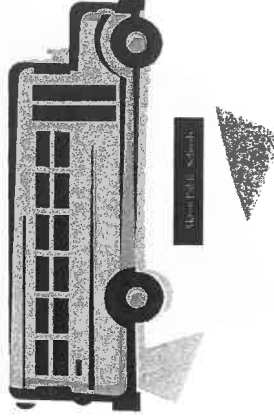
TRANSPORTATION DEPARTMENT TRANSPORTATION/STUDENT SERVICES
 500 EAST NORTH STREET 10 NORTH MAIN STREET
 AKRON, OHIO 44304 AKRON, OHIO 44308
 330-761-1390 x 1 330-761-2738

February 2022



Akron Public Schools™

TRANSPORTATION SERVICE GUIDELINES



STUDENT & PARENT BUS PASSENGER SAFETY HANDOUT FOR CHARTER, PAROCHIAL, AND NON-PUBLIC SCHOOLS

For all types of yellow bus service whether with an Akron Public School's Bus or Contracted Services Provider to provide transportation services.

WWW.AKRONSCHOOLS.COM

BUS STOP RULES:

Students need to be at their designated bus stop **five (5) minutes** before the scheduled pickup time, ready to load, **not** waiting in homes or vehicles when the bus arrives.

Akron Public Schools follows State of Ohio requirements when making route locations. Stop locations may be up to a 1/2 mile from residence.

Once the bus door is closed and the bus is in motion, the bus will **not** stop for students who are late.

Inclement weather, ice, snow and traffic can delay the bus arrival time.

Students are picked up and returned to the **same** bus stop to ensure their safety.

Parents are responsible for supervising students at bus stops.

Parents are not permitted to board any school bus.

Students are to respect the surrounding property, such as mailboxes, grass or landscaping at or surrounding the bus stop location while waiting for the bus and to leave the stop location clean of any litter.

There is a zero tolerance policy on bullying both on and off the bus.

All students are held to the Akron Public Schools Code of Conduct while at stops, getting on and off the bus, and while on the bus.

Signing up for StopFinder App with a current email can assist you with on-time bus information, delays, route information, or changes that may arise.

SPECIAL NOTE:

Students are required to get off/picked up at all assigned stop locations. Stop locations will not be changed without the required documentation.

Should you move, a new RFT must be completed and returned with current proof of residency for the new address.

ON THE BUS RULES:

- » The bus driver is in charge. Students must listen to and respect the driver and their directives.
- » Masks may be required on the bus. Akron Public Schools follows federal mandates and will address mask usage as needed. Students are required to follow the rules set forth by Akron Public Schools to receive transportation services.
- » Students will be seated as directed by the driver and may be assigned a seat.
- » Students need to be seated quickly upon entering the bus.
- » Students are expected to sit three (3) in a seat when needed.
- » Do not get out of your seat while the bus is moving. You may only switch seats with permission of the driver.
- » Only bring items aboard the bus you can hold in your lap.
- » Items not allowed in school are not allowed on the bus. This includes skateboards, etc.
- » Keep the bus aisles and emergency exits clear at all times.
- » No foul or inappropriate language is allowed.
- » **Yelling, loud voices, throwing objects, or horseplay is not permitted on the bus.**
- » **Eating or drinking on the bus is not permitted.**
- » Help keep the bus clean. Put all trash in the trash can. Do not throw masks on the floor.
- » You must get on and off the bus **only** at your designated bus stop.
- » No heads, arms, hands hanging out windows or shouting out windows.
- » No animals aboard the bus. No exceptions.
- » Be courteous to all passengers on the bus. If there is an issue with another student, please address it with driver before travel begins.

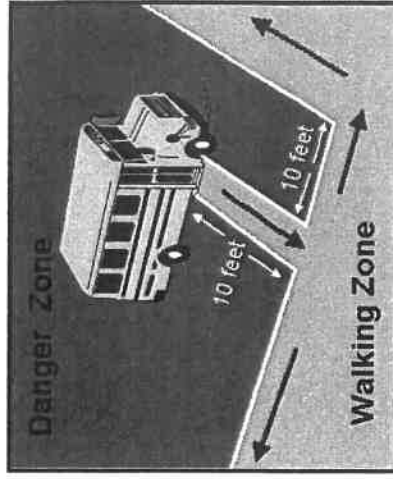
REQUEST FOR SERVICES:

1. A completed RFT (Request For Transportation) form must be submitted with all necessary documentation. The RFT form is available at your school, Akron Public Schools Administration Building, or at www.akronschools.com > Departments > Business Affairs > Transportation > Universal RFT
2. Submission of an RFT with all necessary documentation DOES NOT GUARANTEE transportation services. The RFT is for consideration purposes only.
3. Akron Public Schools solely decides if a student is eligible for services and the type of transportation services to be provided.
4. Transportation Services are considered a courtesy and are not required. A student may be removed from transportation services for various violations.

DANGER ZONES

Anywhere around the bus where the driver cannot see you is a danger zone!

Watch for others that are getting on and off the bus, also!



Ride with PRIDE

- Pay attention to the danger zone**
- Respect each other**
- Inside the bus stay seated**
- Don't run**
- Exit and move out of the danger zone**