

Transportation Policy



Bus transportation to the Conservatory Lab Charter School is provided by the Boston Public Schools. While the CLCS attempts to maintain accurate information regarding buses through contact with the Boston Public Schools Transportation Unit, ***it is the responsibility of parents to work with the Boston Public Schools Transportation Unit and the CLCS following the procedures outlined below.*** Families who are eligible for bus transportation receive notification of bus routes in the late summer before school begins.

It is your responsibility to make sure that CLCS knows about ANY changes made to your child's transportation situation.

1. ***Route Information***

Families wishing to find out information regarding their child's bus numbers, bus stop locations and pick up or drop off times must call the Boston Public Schools (BPS) Transportation Unit. This ensures that families receive the most current information.

Boston Public Schools Transportation Unit – 617-635-9520

2. ***Late Buses, Missed Stops, Bus Driver Behavior***

Complaints regarding late buses, buses missing stops, and bus driver behavior should be made to the bus yard directly. Below is a list of phone numbers for the bus yards. Your child's bus number can be obtained from the Boston Public Schools Transportation Unit – 617-635-9520.

<u>Bus Yard</u>	<u>Phone Number</u>	
Washington	617-532-2560	
Charlestown	617-532-2550	* We will be able to tell you what busyard your child's bus comes from by August 29th, 2007. Please call the school for that information.
Readville	617-532-2580	
Freeport	617-532-2570	

3. ***Permanent Change of Address***

Permanent changes of address should be reported to the Conservatory Lab Charter School at least two weeks before the change is to take effect. The school will file the appropriate paperwork with BPS to change your child's bus stop, and the BPS Transportation Unit will send a mailing to the child's home once the change has been arranged.

4. ***Alternative Transportation Requests***

If you want to change only your child's afternoon drop off or only the morning pick up to an alternative location, you must file an Alternative Transportation Request form. The forms may be obtained from the Conservatory Lab Charter School (CLCS) or BPS Transportation Unit. Completed forms must be returned to CLCS for approval by the Dean of Students. The school will file the forms, and BPS Transportation Unit will notify you if the change is approved. **Door to door transportation** can only be arranged when specifically included in the child's IEP (Individualized Education Plan).

5. ***Requests to Change Stop on Same Bus Route***

Please contact BPS Transportation Unit directly to change your bus stop. The CLCS has no authority to make decisions regarding bus stop changes; however, we will try and assist you with your concerns. If the change is approved, please notify CLCS of the new stop, route number, and start date.

6. Please get to know your child's bus driver. This individual plays a very important role in the life of the school and of your child. The more you know about what happens on the bus, the better able you are to support your child. The bus driver is an excellent resource for you and a valued member of our community.

Thank you.