

2018 Summer School Transportation Guidelines

Program Requests

- Summer school transportation requests must be input directly into Trip Request Manager in the same manner that field trips are entered during the regular school year.
 - Requests must be submitted electronically by the requesting school six (6) weeks prior to the start date of the program (See “Schedule A” for specific dates).
 - The [Trip Request Manager](#) (TRM) link can be found in the employee portal.
 - [Click here](#) for instructions on TRM.
 - The system is now accepting requests for summer school 2017.
 - Special Needs Requests
 - Any school or summer program with one or more students requiring a special needs bus should contact June Gilreath directly at jgilreath@greenville.k12.sc.us.
 - If a student has an IEP requiring a special needs bus due to physical disability, significant medical needs, or significant behavioral support, that request must be submitted separately through Trip Request Manager. Be sure to designate the request as Special Needs.
 - If a student rides a Special Needs bus during the regular school year due to non-homebased learning, and does not have a physical disability, significant medical needs, or significant behavioral needs, it might be permissible for them to ride a regular route bus during the summer. For confirmation, contact June Gilreath at the email listed above.
- Summer school field trip requests follow the regular school year requirements and must be approved 10 days ahead of time. See “[Field Trip Requests](#)” on the GCS website.
- All summer programs must be operated and billed through a Greenville County School and participants must be Greenville County School students.

Program Dates and Times

- Full Day – 8:00 AM---3:00 PM
- Half Day – 8:00 AM---12:30 PM or 12:00 PM---3:00 PM
- June 18, 2018 is the earliest start date for any 2018 summer programs which require transportation.
- The district is closed on Friday’s during the summer therefore no bus service will be available with the exception of approved field trips and sports activities.
- Transportation will be provided during the week of July 4th **but not on July 4th**.

Special requests for deviations from these dates and times will be considered by Transportation.

Routing and Costs

- Students are not allowed on the bus without prior approval from bus center supervisor.
 - Bus Center Supervisor will have master list of all students who are approved to ride.
 - Students who are dropped off by car in the morning can only ride afternoon bus if they have already been approved by bus center supervisor.
- Every effort will be made to keep student ride time under 90 minutes on a one-way trip.
- Pick-up and drop-off locations follow regular school year SCDE regulations.
- Ridership status and/or bus stops are subject to cancellation after five (5) consecutive school days of no ridership. If a child will be absent from summer bus service for more than five (5) days and you’d like to keep their status active, please notify the transportation office. Students must ride at least once every five (5) days in order to remain active.
- Charges are based on actual mileages and hours of operation.

- Mileage rates are subject to change quarterly based on fuel rates set by SCDE.
- Hourly rates are based on a 6 hour per day per driver minimum.

Student Data

- Student data must be submitted and approved no later than four (4) weeks prior to the start of the program (See “Schedule A” for specific dates).
- Student data should be submitted in Excel format via email to the appropriate bus center personnel. Requests submitted after the due date should be emailed directly to bus center personnel with the added student(s) data listed separately (do not resubmit entire student list with the added student(s) included).
 - Student data file must include:
 - Program name (Example – “Title 1 Enrichment” or “Bethel Summer 2016 Reading Program”)
 - School Name (Host site)
 - Student’s first and last name
 - Special Ed Bus – indicate Yes/No if the student requires a special ed bus
 - District ID
 - Student’s current grade level (example – A 1st grader from the 2016-17 school year who is attending a summer program in 2017 would still be considered a 1st grader)
 - Student’s physical address
 - Requested pick-up and drop-off location
 - Parent/Guardian Name
 - Parent/Guardian Emergency Contact Numbers
 - [Click here](#) to download a template for student data.
- Requests submitted after the due date are not guaranteed to be routed for the first day of the program and could take 3-5 days before routing is complete.

Parent Notification of Bus Info

- Bus center personnel will notify each parent of their child’s bus stop time and location prior to the 1st day of transportation. Bus center will also notify the program coordinator of this information.
- School/Program Coordinator is responsible for notifying parents in the event of a bus emergency (i.e. accident, health concern).

Tag Program

- Normal school year Tag Policies apply during summer school for Kindergarten through 1st grade.
 - 1st graders from the 2017-18 school year are still considered 1st graders during the 2018 Summer Session and therefore are included in the Tag Program.
 - New tags should be made for all tag students.
 - The tag number for the new tag should be the same tag number as during the regular school year so parents can use the same parent tag to get their child off the bus.
 - Any first-time bus riders in grades K – 1 will need to have a bus tag application approved and on file at the school. Parent tags will need to be issued for new tag riders prior to their first day of riding the bus.
 - Tag holders can be ordered by emailing the bus tag request form to transportconcerns@greenville.k12.sc.us.
 - School/Program Coordinator should be available after PM bus departure in case a child must be returned to school. This includes until the last child is dropped off.
 - Consequences for parents not being at the bus stop with the proper tag follow the regular school year procedures.

- Contact the Coordinator for Routing and Scheduling for access to any tag questions or forms. 864-355-8877

Identification Stickers

- Identification stickers are required for ALL students during the first four (4) days of the program and should be placed on all non-tagged students (grades 2-12) before they board the bus in the afternoons.
- Identification stickers should include:
 - First and Last name of student
 - Drop off address
- Identification stickers should be a “stick-on” type that is easily differentiated from the Tag Program “clip-on.”

Bus Stop Guidelines

- Normal SCDE standards apply.

Emergencies

- School/Program Coordinator should be available for contact after hours in case of a late afternoon or early morning transportation emergency. Contact numbers for coordinators should be provided to bus center personnel. It is suggested for summer programs to have a back-up contact person in the event the main contact person is unavailable.

Schedule A

Program Start Date	Trip Request Due Date	Student Info Due Date	Program Start Date	Trip Request Due Date	Student Info Due Date
18-Jun	7-May	21-May	16-Jul	4-Jun	18-Jun
19-Jun	8-May	22-May	17-Jul	5-Jun	19-Jun
20-Jun	9-May	23-May	18-Jul	6-Jun	20-Jun
21-Jun	10-May	24-May	19-Jul	7-Jun	21-Jun
25-Jun	14-May	28-May	23-Jul	11-Jun	25-Jun
26-Jun	15-May	29-May	24-Jul	12-Jun	26-Jun
27-Jun	16-May	30-May	25-Jul	13-Jun	27-Jun
28-Jun	17-May	31-May	26-Jul	14-Jun	28-Jun
2-Jul	21-May	4-Jun	30-Jul	18-Jun	2-Jul
3-Jul	22-May	5-Jun	31-Jul	19-Jun	3-Jul
4-Jul	23-May	6-Jun	1-Aug	20-Jun	4-Jul
5-Jul	24-May	7-Jun	2-Aug	21-Jun	5-Jul
9-Jul	28-May	11-Jun	6-Aug	25-Jun	9-Jul
10-Jul	29-May	12-Jun	7-Aug	26-Jun	10-Jul
11-Jul	30-May	13-Jun	8-Aug	27-Jun	11-Jul
12-Jul	31-May	14-Jun	9-Aug	28-Jun	12-Jul