

**PLEASE USE THE CONTACTS ON THE BACK OF THIS PAMPHLET TO REPORT ANY ISSUES OR TO ASK ANY QUESTIONS YOU MAY HAVE.**

**Special Note to students who live outside the Little Rock School District and ride buses to LRSD schools:** In the event that LRSD schools are open and your "home" district is closed due to inclement weather or other circumstances, your school bus **will not** run. Your transportation is provided by your home school district, so you must secure your own transportation to school on these days.

### **CHANGING A BUS STOP**

Parents can only have bus stops changed for safety reasons. To do this, you will need to fill out a Safety Stop Request Form at the school. The following conditions do not warrant a change of bus stop:

1. Parent's desire to be able to see bus stop from home.
2. Convenience.
3. The bus passes your house in route to the stop.
4. If the current stop is less than four blocks from elementary or six blocks from middle/high school students.

### **SAFETY STOP**

***You may request a safety stop if your child's bus stop or walk to school is unsafe due to street/traffic conditions.***

The Administrative Transportation review committee will determine what conditions qualify as a safety hazard.

The processing and review procedures are as follows:

1. Parents must fill out a SAFETY STOP request form at the school.
2. The school will submit the request to First Student with a "print screen" attached.
3. The Administrative Transportation Review Committee will meet once a week, or as needed, to review requests.
4. Parents and the school will receive notification within 30 days of the committee meeting.
5. Incomplete or improperly filled out forms will be returned to the school.

***Note: If your child has a medical condition and is in need of transportation, contact the Special Education Department at 447-1033.***

## **CONTACT NUMBERS**

### **FIRST STUDENT**

**Main Number: 447-4130**

(Contract Manager & Human Resources)

**Dispatch: 447-4160**

(Late Bus Information)

**LSD: 447-4162**

(Accidents, Bus Safety, & Employment)

**Routing: 447-4161**

(Bus Stop Changes & Information)

### **LRSD**

**Student Registration: 447-2950**

(School Placement)

**Special Needs Transportation: 447-7550**

(Includes Alpha, Felder, Hamilton, Methodist Children's Home, Pinnacle Pointe, & Rivendell)

**Transportation Liaison: 447-4142**

**Safety & Security: 447-2075**

### **PCSSD**

**Main Number: 490-2000**

**Transportation: 490-5760**

### **NLRSD**

**Main Number: 771-8000**

**Transportation: 340-5151**

# **First** **Student**

## **INFORMATIONAL GUIDE ON BUS TRANSPORTATION for the Little Rock School District**



**A Safer and Better  
Way to the School Day**

Tel: 447-4130 Fax: 447-4131

[www.firststudentinc.com](http://www.firststudentinc.com)

# **First** **Student**

## WHO IS ELIGIBLE FOR TRANSPORTATION?

**Elementary** students whose address is over one mile from the school are entitled to a bus stop within **four (4) blocks or .25 miles** (whichever is greater) of that address.

**Middle & High** school students whose address is over two miles from the school are entitled to a bus stop within **six (6) blocks or .37 miles** (whichever is greater) of that address.

**MM** transportation is provided on the same basis as above.

*Note: Students on a “Transfer No Transportation” and “Assignment Appeal” will not receive transportation.*

## PROCEDURE FOR REQUESTING A BUS STOP

### At the Student Registration Office:

- Your address and school assignment will be verified.
- Bus routes may be checked for an existing stop or you may be referred to the school's Transportation Coordinator for a bus stop assignment.
- Your child's updated information will be forwarded to First Student.

### At your child's school:

- Your point of contact at the school should always be the “Transportation Coordinator”.
- Your address and school assignment will be verified.
- The Transportation Coordinator will check for an existing stop and issue a bus pass.
- Your child's updated information will be forwarded to First Student.

*Note: If the new address is outside the school's attendance zone, you will be sent to the LR Student Registration Office for reassignment.*

### MM Transfer Students:

Requests should be made at the LR Student Registration Office.

## PROCEDURE FOR ASSIGNING ELIGIBLE STUDENTS TO A BUS STOP

- All eligible students will be assigned to an existing stop if there is one available.
- New stops will be implemented within nine (9) business days.
- Routes are changed once a week with new stops starting on Thursdays.
- LR Students/Parents will be notified by the school prior to Thursday when a new stop is added or if the route times are changed.
- MM students will be given updated route sheets by their bus driver or the parent can call the First Student Routing Department at 447-4161.

*Note: The only time during the school year you will receive a postcard is prior to the first day of school.*



## RESPONSIBILITIES

- First Student will provide transportation according to the guidelines in the Student Registration Handbook.
- Transportation is only provided from home to school and from school to home.
- Parents are ultimately responsible for their child's safety to and from the bus stop.
- All students are asked to be at the bus stop ten (10) minutes prior to the pick up time. If the bus has not arrived ten (10) minutes past the pick up time; call the First Student Dispatch Office (447-4160) for a status on the bus.
- Drivers are not allowed to amend their routes without permission from a member of First Student management.
- Permission to use an existing stop other than your child's assigned stop must be approved by the school.
- **Do not make arrangements to have your child picked up or dropped off at an unauthorized location.**
- All bus stops are designed in accordance with Isaac's Law; this prevents the student from crossing 4-lane streets to get on and off the bus. Any violation of this should be reported immediately so the circumstances can be reviewed and corrected.