



# Agape Christian Academy

## Intercampus Transportation Guidelines and Billing Procedure

- The bus is scheduled to leave Burton for Troy promptly each day at 7:40 a.m. The return trip is scheduled to leave Troy for Burton at 8:05 a.m. We want to leave on time, so please have your child at the respective campus in time to meet the schedule. At the end of the day, the bus arrives at the Troy Campus with Burton students by 3:05; it arrives at the Burton Campus with Troy students by 3:25.
- Families will be billed on a monthly basis at a rate of \$2.00 per trip or \$4.00 per day. There will be no refunds for missed dates. The bills are generated at the end of each month and should be paid by the 10<sup>th</sup> of the following month.
- The weekly schedule will be developed for each student based on their transportation signup. If you need to change your ongoing riding pattern during the school year, send an email or note to your campus administrator so the changes can be made in the schedule and billing.
- Students are expected to be obedient and respectful to the driver and respectful to each other. To provide a safe environment, the following behaviors are expected:
  - a. Walking on the bus and while boarding and departing – no running or jumping
  - b. Leave space between each person when boarding and departing so there is no touching, bumping, or shoving
  - c. Talking is permitted using “inside” voices – no yelling or singing is permitted
  - d. No eating on the bus; beverages are permitted if they are in a closed travel cup/mug.
  - e. Seats will be assigned by the campus principal(s); students are not permitted to change their assigned seats unless approved by the campus administrator. Students should not ask the bus driver if they can change their seats.
  - f. No standing on the bus; students will stay seated until the bus is stopped
  - g. Arms and legs must remain within the student’s seat space; no touching other students while on the bus
  - h. Students are not permitted to have electronic devices in their possession on the bus. This includes but is not limited to cell phones, iPods, MP3 players, cameras, and smart watches. Students must give these to the driver before boarding the bus. They will be given to the campus principal at the student’s home campus and returned before the student is picked up by his/her parent.
- Immediate safety and behavioral interventions available to the bus driver may include a verbal warning or moving a student to the front of the bus for the remainder of the ride. Students who do not follow bus safety expectations are referred to school administration upon arrival and are subject to ACA’s disciplinary policy as outlined in the student handbook.
- If a student will not be riding the bus for any reason, parents should call the campus office that your student is departing from by 7:30 a.m. of that day for the morning run and by 1:30 each day for the afternoon run: 440.834.1705 (Troy) or 440.834.8022 (Burton).
- The [Transportation Request and Permission Slip](#) must be on file for each student planning to use the intercampus transportation service.