

**Odem-Edroy Independent School District**  
**One Owl Square**  
**Odem, TX 78370**

August 8, 2016

Dear Parents of O.E.I.S.D. Bus Riders:

We welcome you back to the 2016-2017 school year. We look forward to a great school year ahead and, we are grateful for our partnership with you as we work together to provide safe and quality transportation services for your child.

The information below is reflective of “practices” that have been reviewed and refined for communicating necessary steps to our parents in order to assure student safety for all Odem-Edroy I.S.D. bus riders.

Please note that an “OEISD Student Bus Rider Pamphlet” has been created as an additional resource for you that can be accessed on the district website at [www.oeisd.org](http://www.oeisd.org). The pamphlet will be presented at the **“PARENT-STUDENT BUS RIDER Mandatory Meeting” on August 18<sup>th</sup>, 2016 from 5:30-7:00 PM** (Elementary Cafeteria). Please call with any questions at 368-8121, Ext. 266 or email Mr. Isidro Reyna our Transportation Director at [reynai@oeisd.org](mailto:reynai@oeisd.org) for additional information.

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**POLICY: BUS STOPS**

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*All students who use District transportation shall board busses at authorized stops. Authorized bus stops shall be designated annually by the superintendent or designee. Bus Drivers shall load and unload passengers only at authorized stops.*

To further explain, authorized stops and designated bus routes are based on the addresses of the students eligible to receive transportation as outlined in the district policy.

Our policy does allow a parent to designate a grandparent’s address or a child care facility if on our approved designated routes, to serve as the alternate residence for student transportation drop off locations. Those are the only exceptions in policy regarding dropping a student off at a location other than the child’s residence and that alternate location must be an approved stop.

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**PRACTICES: DROPPING STUDENTS OFF AT A RESIDENCE OTHER THAN THEIR OWN**

Each school district implements “practices” to assure the policy adopted is upheld. In our case, it has been the practice to require students wishing to be dropped off at a different address other than their residence, must have a signed note by the parent to be provided to the driver. We have determined that this practice is the best one for *student safety*.

As a practice, we have also allowed our parents to call and request bus drop off locations to be changed for the day. However, in order to assure student safety, we will not be able to receive phone calls any longer to request that a child ride a different bus.

*We will require our parents to provide us a signed note by 2:30PM listing the name of the person and the address of the requested drop off location.* If this location is part of the designated approved bus routes, the district will be able to accommodate this request for bus riders.

The *principal* on each campus will initial the signed notes received by the parent and provide to the driver/transportation department by bus departure time that begins around 3:25 PM in the district. If signed notes are received by 2:30 PM, this allows ample time for the school to receive the note and to get it in the hands of the driver/transportation department by departure times.

We appreciate your support and thank you in advance for your cooperation with this request. Our drivers wanted to take this opportunity to thank our parents for having *students ready for pick-up times in the mornings* and for *reminding their children of bus safety rules* which also help assure student safety at all times. (Campus Handbooks provided to all students listing the rules)

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In closing, a special thank you to all of our Odem-Edroy I.S.D. parents and our goal remains the same which is to provide safe and quality services to all of our riders. We appreciate your support in meeting this goal. If you should have questions regarding this letter, please feel free to call your child’s principal or Mr. Reyna to discuss this notification and your specific questions.

Sincerely,

Dr. Lisa A. Gonzales, Superintendent of Schools, Odem-Edroy I.S.D.