

Welcome to Iowa County Transportation

We are pleased to be able to offer you and your children transportation services for pre-school for the 2016-17 school year. In order to assist all involved in providing a safe and efficient transportation environment, we have prepared this information packet for your use. Should you have questions, concerns, comments or recommendations relevant to this transportation service, please do not hesitate to express them to us.

Contact Information:

Mailing address: Iowa County Transportation
PO Box 191
Marengo, IA 52301-0191

Phone: 319-642-7615
Toll free: 888-790-2924
Fax: 319-642-3883
Email: icot@iowatelecom.net

Driver Information: Current ICOT Drivers:

Mike Achenbach	Ron Shaull	Dale Martens
Gene Collingwood	Pat Mullane	Jim Newberry
Heath Bichel	Louise Davis	RonStanerson
Marcia Finley	Terry Huedepohl	

Vehicle Information:

Handicapped accessible small buses and mini-vans are used for this transportation. All passengers are required to wear properly adjusted seat belts. Child restraint seats are neither required nor provided for this transportation.

Eligibility:

To be eligible for this transportation, you must be a resident of Iowa County. In addition, we will not go outside of Iowa County to pick up or return your child.

Transportation Enrollment:

Children must be signed up with ICOT before transportation begins. This may be done by completing and returning the attached enrollment form. **A completed enrollment form must be received by the ICOT office before your child will be allowed on the bus.**

Space and time constraints may limit the number of passengers we will be able to accommodate. Scheduling will be done to accommodate the largest number of riders as possible.

In order for us to develop timely and efficient transportation schedules, the cut-off date for receipt of enrollment forms will be **August 15, 2016**. Any enrollment forms received **after that date** will not be considered for transportation until September 15, 2016.

Scheduling:

ICOT will establish schedules as needed to ensure rider safety, maintain budgetary constraints and to accommodate the largest number of students feasible. As riders are added/removed, schedules will be changed as needed. Those affected by such changes will be notified by the most expeditious means possible.

Transportation Fees and Payments: Fees for each one-way ride are as follows:

In-town (within city limits)	\$2.00
<u>Measured from school site:</u>	
0-5 miles	\$3.00
5-10 miles	\$4.00
10-20 miles	\$5.00

NOTE: Fees are subject to change at any time. You will be provided with thirty (30) days' notice before we implement new fares in order to enable you to make alternative transportation arrangements, if you so desire.

No-show and late cancellation charges:

All cancellations and ride changes must be called into the ICOT office **no later than 7:30 a.m.** If rides are cancelled after that time, you will be charged the normal fare for all scheduled rides that day. This time limitation applies to both the morning and afternoon classes. Drivers will not accept changes while on the route. All ride changes must be made by a parent or legal guardian to the office. **We will not accept changes from care providers or school personnel.**

Payments: ICOT **cannot accept** credit/debit card payments. Cash, checks and money orders are acceptable forms of payment. When submitting payments please ensure that the child's name is included with the payment. **(All payments must be sent to the ICOT office. Drivers will not accept payments.)**

Payment for all transportation will be divided into two sections. The first payment will cover the period from the beginning of school to the end of the calendar year and must be received in the ICOT office before transportation begins. The second payment to cover the period from January 1, 2017 through the end of the school year must be received in the ICOT office before January 1, 2017. The ride balance will be maintained in the ICOT office and will be updated as rides are used. Each time your child rides, is listed as a no-show, or ride cancellations are not made prior to 7:30 a.m. a ride will be marked as utilized and your account will be charged accordingly.

To determine the amount due use the following method:

_____days of school (use school calendar if needed)

X_____number of rides per day
=_____total anticipated rides
X_____rate per ride
=_____cost for rides
-_____ (Note: if you have a credit from last year subtract that amount)
=_____Total due to ICOT before transportation begins

Student Pick-up/Return:

ICOT provides “curb-to-curb” service for all passengers. Parents, guardians, and/or school personnel are responsible for ensuring that children get to and from the bus. Drivers will assist children getting on and off the bus as needed.

Pick-up:

When the bus arrives for a pickup, they will wait until one minute past the scheduled pick-up time and then proceed on the route. Drivers are neither required nor expected to sound the vehicle horn to notify you that they are there.

Return:

Drivers will wait until the child is either in the door or until an adult makes their presence known to the driver before departing the scheduled drop-off site. If a child indicates to the driver that someone may not be present to receive them when they arrive, the driver will attempt to verify if anyone is home prior to letting the child off the bus. If no one is present, the driver will not let the child off and will continue on the route. When the route is completed, the driver will deliver the child to the Iowa County Sheriff’s office. It will then be your responsibility to pick up the child from that office. A report will be made to the Department of Human Services. **Under no circumstances will a child be dropped off “to wait until the parent and/or custodian gets home.”**

Rider Conduct:

Taking into consideration the age level of the pre-school children, they will be expected to follow some basic rules to be eligible to ride the bus. These rules include:

- Wearing seat belts at all times while on the bus (driver will ensure proper fastening and adjustment before moving the bus)
- Remaining seated with seat belt fastened while the bus is in motion
- No eating or drinking while on the bus
- No untoward language, fighting or throwing of items
- All food, treats, gifts, completed projects/crafts, etc. must be in a closed container (back pack, plastic bag, etc.)

Infractions:

Progressive actions may be taken for rules infractions. Steps to be taken shall be as follows:

- 1st infraction** – notification from driver to passenger as to what the infraction was and what is/is not allowed
- 2nd infraction** – same as above plus verbal notification to school staff
- 3rd infraction** – same as above plus written notification to ICOT Director who will notify the parent/guardian/childcare provider via phone or in person
- 4th infraction** – suspension of riding privileges for three scheduled ride days
- 5th infraction** – permanent revocation of riding privileges for the remainder of the school year

ICOT reserves the right to immediately suspend or revoke riding privileges for what it considers to be serious rule violations.

(**Note:** ICOT realizes that many of the children have not ridden the bus before and will need some time to adapt to the routine and learn what is expected of them.)

Inclement Weather:

ICOT will follow the schools' scheduling; for example, if school starts two hours late, we will pick up two hours late.

Information Updates:

If you would like to be placed on an email list to receive updates concerning changes to the transportation services, please submit the email(s) to which you would like to have the information sent.

Aaron Sandersfeld,
Iowa County Transportation Director