



May 1, 2021

Dear Heathwood Parents,

As this school year begins to wind down, the Heathwood Hall community is busy planning and preparing for the 2021-22 academic year. Bus transportation is an important service to many of our new and existing families. We are honored to assist with transporting your children to and from campus, and are pleased to offer bus service for the '21 – '22 school year.

If your family is interested in bus service, please carefully review the information in this letter and the included attachment. Please notify the Plant and Transportation Office by **June 15, 2021** if you would like for your child(ren) to ride the Heathwood bus during the '21-'22 school year.

- **Routes** – The proposed routes for next year will cover Orangeburg, Northeast Columbia, Lexington/Irmo, and Kings Grant. All routes will offer centrally located stops (Central Stops), and some Columbia area routes may offer house pick up/drop off (see below). All routes are subject to adjustment as demand varies.
- **Prices** – The price for each route is shown on the attached Bus Contract. A non-refundable **deposit of \$200 per child** is due with the completed Bus Contract no later than **June 15, 2021**.
- **Contract** – A signed Bus Contract must be on file with the School's Plant and Transportation Office before your child(ren) will be allowed to ride the bus. Please return your contract as soon as possible to reserve your child's space. Your timely response helps the School determine the demand for routes and facilitates planning for stops along the routes.
- **House pick up/drop off** – It is the intent of the School that no child should be on the bus for more than one hour each way. Stopping at individual houses, rather than at Central Stops, lengthens the route and makes this goal difficult to achieve. Some routes, due to their distance from the school, do not allow for house pick up or drop off. Parents desiring house pick up or drop off on eligible routes should return the Bus Contract immediately. Priority will be given to current house stop parents only up to June 15, 2021. While Central Stops will be available, requests for house pick up/drop off may not be able to be accommodated based on demand.

Thank you for your patronage and for your early response. Please call or e-mail with any questions you have regarding the Heathwood bus service.

Best Regards,

Jeff Poston and Margaret Murphy
Physical Plant and Transportation Office
Phone: 231-7726 (office)
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Heathwood Hall Episcopal School 2021 – 2022 BUS RULES

The school's primary concern is to transport students to and from school safely. Therefore, all bus rules are designed with safety in mind. Students who do not follow bus regulations and therefore jeopardize their own safety or that of other students will lose the privilege of riding the bus.

Parents are asked to read and discuss all bus safety rules with their child.

1. Students younger than 10 years old cannot be left at a home if there is not anyone there to meet him or her. Students younger than 15 years old cannot be left at a central stop if there is not anyone there to meet them. If a parent or other responsible person is not at the home or stop, the student will be brought back to the EC at Heathwood Hall, and the parents will be called to pick them up
2. Students must follow the direction of the bus drivers and obey them at all times. Drivers must always be treated with courtesy and respect.
3. Students should not run along the side of the bus when the bus is moving, but should wait until it stops and then walk to the door.
4. Students must remain seated while the bus is in motion and must not sit on top of the backs of the seats or with their backs pressed against the windows.
5. Students must never extend their arms, legs, or head out of the bus, or throw any object out of an open window.
6. Students must never tamper with the emergency door or any other part of bus equipment.
7. Students should not mark or deface the bus. Seat coverings must not be damaged in any manner.
8. Students who fight or scuffle on the bus or create any disturbance on the bus or at the stops will be sent to their principal.
9. Students should treat one another and everyone's possessions with respect. Profane or crude language will not be tolerated.
10. No eating or drinking is allowed on the bus. Leftover lunches, etc. must be kept in a closed bag or lunch box. Also, no chewing of gum is allowed.
11. Students must be especially quiet at railroad crossings to allow the driver to listen for a train. Bus drivers are required to stop and open their doors at all railroad crossings.
12. Large projects made of boards, bottles, or cans should not be transported on the bus.
13. Parents should not get on the bus to reprimand children that are not their own. If there is an issue parents should contact the School or the Plant and Transportation Office.
14. Students must never sit in the driver's seat.

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For children who choose to disregard the safety rules, discipline will be handled in the following manner:

First reported offense: Between child and parent
 A note to parents will be sent home.

Second reported offense: Between child, principal, and parents
 A note to parents will be sent home. The principal will contact the parents and student to discuss the issue.

Third reported offense: Between child, principal, parents and Transportation Manager
 Parents will be called.
 The minimum discipline is suspension from the bus for 5 days.

A child who continues to disobey the safety rules will no longer be able to ride the bus.

Your continued support of Heathwood is greatly appreciated!



Heathwood Hall

THE EPISCOPAL SCHOOL FOR ALL

Bus Contract 2021-2022

A completed Bus Contract must be received and approved by the Plant and Transportation Office before a child is allowed to ride the bus.

Student(s)*: _____ Grade for 21/22 _____
 _____ Grade for 21/22 _____
 _____ Grade for 21/22 _____
 _____ Grade for 21/22 _____

Parent(s) : _____ Phone # _____
 _____ Phone # _____

Address: _____ Phone # _____

City: _____ Zip code: _____

Email: _____

Please circle the route your child(ren) will be using. Please circle AM or PM on One Way trips:

	Orangeburg	Northeast Columbia	Lexington/Irmo	Kings Grant
Central Stop Round Trip	\$2,465	\$1,020	\$1,115	\$1,250
Central Stop One Way AM or PM	\$1,850	\$ 765	\$ 855	\$ 940
House Round Trip	n/a	\$1,670	\$1,960	\$2,240
House One Way AM or PM	n/a	\$1,290	\$1,440	\$1,755

* Prices are for first rider. Families with more than one child riding to the same address will receive a 50% discount for each additional child.

I UNDERSTAND THAT IF FUEL PRICES RISE SIGNIFICANTLY, THE SCHOOL WILL BE REQUIRED TO ASSESS A REASONABLE FUEL SURCHARGE.

I understand that a \$200 non-refundable deposit for each rider is due no later than **June 15, 2021**. (Deposits will be refunded if a route is discontinued due to insufficient ridership.) I also understand that the School has the right to change or discontinue any route at its discretion.

My child(ren) and I have read and agree to follow the attached Bus Rules.

Signature _____ Date _____

OFFICE USE ONLY

Deposit received on _____
