

Regular Transportation Procedures

LRSD Student Registration Office is responsible for:

- Verifying the student's address and school assignment
- Forwarding the student's information to First Student for transportation
- Referring the parent/student to their assigned school

The Assigned School is responsible for:

- Checking for an existing bus stop
- Notifying student/parent when their new stop is implemented
- Notifying student/parent when bus route times are changed by First Student

First Student's Routing Department is responsible for:

- Implementing a new stop by Thursday of the following week (up to 7 business days) if there is not an existing stop available within 4 blocks (elementary) and 6 blocks (middle and high).
- Sending route updates to the school prior to Thursday of each week.

The Parent is responsible for:

- Providing transportation to either an existing stop or to the school for up to 7 business days if there is not an existing bus stop.
- Contacting the Transportation Coordinator at the school if they have not received bus stop information after 7 days of requesting bus transportation.
- VISITING THE STUDENT REGISTRATION OFFICE TO UPDATE ANY FUTURE ADDRESS CHANGES (501 Sherman Street).

Failure to do so will result in the child not having bus transportation in a timely manner.