



August 23, 2024

Dear Parents and Guardians of Bus Routes 3 and 4,

We hope you had a great summer. Last spring, we implemented a numbering system to keep your students safe. The Transportation Department will assign and distribute these number cards next week. If you need a card for a parent who does not live in your household or a grandparent, you may request an additional number card by calling the Transportation office at (269) 471-2594. If you are ridesharing, the car picking students up must have a numbered placard for each student they are taking. Otherwise, the student will not be released. It is important that students know their number and who is picking them up each day. The driver will have a list of student numbers and will only release students to vehicles with corresponding numbers.

We recognize that families and friends support each other getting students to and from school. At the same time, it is essential that students get into the correct car when the bus drops them off. Drivers cannot be expected to know each student's safe adult and their cars. Therefore, all vehicles that drop off or pick up at LMC must have a numbered tag corresponding to their student(s).

Rest assured, we have put in place comprehensive safety measures for all vehicles entering the Mendel Center parking lot. All vehicles must enter the Mendel Center parking lot via the north entrance on Yore Avenue. For your safety, please do not cut across the parking lot. Use the driveway to enter the vehicle line. We have enclosed a map for directions and traffic flow. Once approaching the bus, all vehicles will load and unload three vehicles at a time from the front of the bus to the back of the bus on the school bus door side. Route 4 will be parked nearest the Mendel Center at the corner of the lot. Route 3 will be parked nearest the field. When finished loading and unloading, all vehicles will exit using the South exit to Yore Avenue.

Buses will load the following times:

High School and Middle School

Morning: 6:45-6:55 a.m.

Afternoon: 3:05-3:15 p.m.

Half Day: 11:25-11:35 a.m.

Elementary School

Morning: 8:00-8:10 a.m.

Afternoon: 4:10 - 4:20 p.m.

Half Day: 12:25-12:35 p.m.



Please be aware of the designated drop-off and pick-up times. If students are returned to their school building, you may lose transportation privileges.

If there are issues at the drop-off/pick-up location with this e system, or if you have questions, please contact our transportation office at (269) 471-2594. Thank you for your help in keeping our students safe. We appreciate your ongoing support.

Sincerely,

John Legus, Transportation Director