

IMPORTANT

- **If you have a change of address or telephone number**, please notify our office as soon as possible. This will help us avoid any service delays or missed communications. Some changes may take up to 5 working days to implement.
- **If there is a restraining order or other court order** pertaining to your student that requires our attention, please provide a copy to our transportation department.
- **If your student becomes ill** while at school or is deemed unsafe to ride the bus, it will be the responsibility of the parent to transport the student home.
- **If your student is sent home** from school because they are sick, transportation will not be provided until the parent / guardian calls to resume transportation.



TRANSPORTATION DEPARTMENT
2470 Clay Bank Rd / Building G
Fairfield, CA 94533

Phone: 707-422-5844
E-mail: transportation@solanocoe.net



TRANSPORTATION

Welcome to a New School Year

Below is the information pertaining to your students transportation schedule

AM DRIVER

AM PICKUP TIME

PM DRIVER

PM DROP OFF TIME

CONTACT INFORMATION

Phone: 707-422-5844
E-mail: transportation@solanocoe.net

AM PICK UP

- **If your student does not require transportation for all or part of the day** please notify our office as soon as possible. We can be reached at (707) 422-5844, with an after hours voice mail as well.
- **Please have your student ready to go** 10 minutes before their scheduled pickup time.
- **Our wait time policy is 1 minute** past the scheduled pickup time before proceeding. The bus will not return if a student has been called in as a “no show”.
- **Please do not ask the driver to wait.** On time service is important to maintain for the consideration of other students on the route.
- **Please notify us if your student will be out for an extended period of time.** Students are considered inactive if they miss 10 consecutive days without prior notification. It may take up to 5 business days to resume transportation services.

STUDENT NO SHOW

- **We track the time** a child is called in as a no show. If you have any questions, please feel free to reach out to our office.
- **If your student does not ride the bus** in the morning but will require transportation in the afternoon, it is the responsibility of the parent / guardian to notify the transportation office no later than 9:00am.

CONSIDERATIONS

- **Pickup and drop off times may vary** depending on conditions such as, but not limited to, traffic, road conditions, variable student ridership, etc.
- **Pickup and drop off times are subject to change** throughout the year as student ridership fluctuates. You will be contacted if there are any changes to your students transportation schedule.
- **Change of address for ANY pickup or drop off location** must be done through our office and may take up to 5 business days to accommodate. Same day change of address will not be honored.

PM DROP OFF

- **School dismissal time** is the time you should have someone available to take your child off the bus.
- **The Emergency contact card** should list all persons authorized to receive your student from the bus. (i.e. babysitter, sibling, grandparent, friend)
- **If your student can care for themselves upon drop off**, an arrangement can be made to release the student without the presence of a responsible party. A self release form must be on file and filled out by the parent / guardian prior to authorization.
- **If no one is home upon dropping off your student**, the office will attempt to reach the you prior to returning the student to school or local law enforcement.