

Dear friends,

Welcome to all our families using the OCS transportation. We pray that the bus service will serve your family needs and help make your commitment to Christian education a little easier. Please find attached the bus routes to and from OCS and RCHS for the 2016-17 school year.

IMPORTANT Things to Keep in Mind for the Year

1. **Bus Service Provider:** Our operator for this year is again Rideau Bus Lines. Their dispatcher and coordinator is Lisa Jones. If you have concerns regarding the service, please contact your Route Representative first – we will contact Rideau if necessary. **You only need to contact the dispatcher if you are going to be absent in the morning – or will be away for a number of days.**
2. Busses will be running their regular routes starting September 6, 2016, the first day of school.
3. **Safety Presentation:** During the first week of school, there will be a bus introduction session for all OCS riders. The safety procedures, rules, expected behaviour and consequences will be reviewed at that time. Parents are welcome to attend.
4. **Pick up and drop off times:** (attached) are as accurate as we could make them at this time. Please be at your stop **5 minutes early**. Any time alterations should be apparent and adjusted during the first few weeks of school. However, sometimes schedules need to be altered during the school year as weather and traffic patterns change. Our committee diligently works to iron out any problems out as quickly as we can.
5. **For pick up and drop off locations that have** been given as intersections, by law, the bus must stop at least 2 bus lengths from the intersection. The driver will let you know which side of the intersection to wait at.
6. **Seating:** The last four rows of seats of the bus are for RCHS students only. The first four rows are for JK-grade 4 students leaving the middle seats for grades 5-8. Please let your children know where they are expected to sit and stay for the duration of the bus ride.

Important Contact Numbers

A. Rideau Dispatcher
Lisa Jones
613-489-3742

NOTE: You only need to contact the dispatcher if you are going to be absent in the morning – or will be away for a number of days.

B. OCS Front Desk
Trisha Dykstra
613-825-3000

NOTE: Contact Trisha if your child/children will not be riding the bus in the afternoon.

C. Central Route & RCHS Shuttle Concerns/Questions
Wayne Simard
613-903-7575
famillewayne@teksavvy.com

D. Kanata Route Concerns/ Questions
Trevor Pollard
613-831-8764
tntpollard@gmail.com

F. Bus Cancellation
 If the busses for the Ottawa Catholic and Public boards are cancelled, our busses will also be cancelled. You can also visit www.ottawaschoolbus.ca to find out if the Catholic Board has canceled. Local radio stations CHRI, CKBY, Y101, CFRA, will also carry this information.

Students are to board the bus and be seated quickly in order to prevent delays. Once they are seated, they must remain seated until their stop.

7. **JK/SK Students:** Junior Kindergarten and Senior Kindergarten Students will not be dropped off without an adult to greet them. If you wish your JK/SK student to walk home with a sibling, a note stating so, and who they are permitted to walk with needs to be submitted to the school office. This is the policy of the Bus Service provider and is for the protection of our young children, please take the necessary action to comply.
8. **Large items** like car seats and skis are not allowed on the bus due to space and safety issues. Skates may come on the bus but are to be in a good bag/knapsack, not just a plastic grocery bag. Hockey sticks should be wedged between the seat and window.
9. **Casual Riders & Birthday parties:** Please do not use the bus as transportation for birthday parties or groups of friends. One (or two) friends may purchase a five dollar ticket from the school office to ride home with your child. (If the extra rider's family already pays for either the Central or Kanata bus, they do not have to purchase a ticket. Pre-registered regular riders will always be given priority. If your child will be getting off at different stop along the route (at a friends house for example) please let the driver know ahead of time.

Feel free to call anyone on the committee with any questions or concerns (**Wayne for Central, Trevor for Kanata**). We hope that the bus will serve your needs well.

Blessings,

OCS Transportation Committee

Wayne Simard - Committee Chair and Central Route Rep (613-903-7575)
Trevor Pollard - Kanata Route Rep (613-831-8764)