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## Frequently Asked Questions

**How do I sign my child up for bus services? You may sign up for service during enrollment. If you do not sign up for service during enrollment or need to make changes to your original registration. You need to fill out the transportation request form.**

- Please use Busing and Walk Zone information to determine eligibility and if fees are applicable.
- Go to <https://www.waukeeschools.org/>
- Under “Departments” click on “Transportation” click on “Transportation Request Form”
- In the drop down, select the appropriate action.
- After completing the form, it is then electronically submitted to Durham School Services for processing. You will not receive any communication from Durham until approximately one week before school begins.
- **Please note:** This form will not be available until Returning Student Registration is opened on or about July 24th for the 2024-2025 school year.

### **Bussing and Walk Zone Information**

Bussing and applicable fees are determined by your **primary home address**.

- Elementary: more than 1 mile from the school = free
- Secondary: more than 2 miles from the school = free
- Walk-Zones will be defined as:
  - Elementary Schools living less than (.76 miles)
  - Secondary Schools – grades 6-12 living less than (1.01 mile)
- Within these walk-zones, students will not be allowed to pay to ride.
- Distances are calculated in accordance with board policy.
- Please refer to Board Policy: 702.2: Student Eligibility for Transportation and 702.2-R(1): Student Eligibility for Transportation

### **Pay-To-Ride:**

- Kindergarten through fifth grade students who live between .76 – .99 miles from their designated attendance center may pay to ride District-provided transportation.
- Sixth through twelfth grade students who live between 1.01 – 1.99 from their designated attendance center may pay to ride District-provided transportation.

### **Fees**

- \$625.00 per year, round trip, per child
- \$312.50 per year, one-way, per child
- Fees will be assessed within the 1st quarter of school for the 1st Semester
- Fees will be assessed within the 3rd quarter of school for the 2nd Semester
- **\*Pay to Ride Fees are non-refundable if the cancelation process has taken effect after fess have been assessed.**

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605 University Ave, Waukee, IA 50263

Phone: 515-987-2788 | [durhamschoolservices.com](http://durhamschoolservices.com)

FULL-SERVICE TRANSPORTATION • ROUTE OPTIMIZATION AND SCHEDULING • SPECIAL NEEDS EXPERTISE • CHARTER BUS SERVICE

- **Cancelation of bus service must be done through the transportation form.**

#### **What time and where is the bus stop?**

- All bus information will be found in PowerSchool under Transportation.  
**Please note:** This information will not be available until approximately one week before the first day of school, or approximately 24 hours after your request has been processed by Durham during the school year.
- Typical stop times are between 8:00 am and 8:25 am.

#### **Will my child's bus stop be at my driveway?**

- Unfortunately, due to District growth, all bus stops are community bus stops unless the student is assigned to a Special Needs route.

#### **Do I have to be at the bus stop with my Kindergartner morning and afternoon?**

- Yes, it is Durham School Services policy that a parent or older sibling is present at the bus stop to receive Kindergarten students.
- You may also appoint an older sibling, adult neighbor, grandparent, etc to receive your child from the bus in the afternoon.
- If you have a specific request, please feel free to contact Durham School Services to note on your child's profile.

#### **Who do I need to call if my child will not be riding the bus in the morning and or afternoon?**

- It is not required to call if your child will not be riding; however, we do appreciate the notification when possible. Please call 515.987.2788 in these circumstances.

#### **Due to the adjusted schedule on the first two days of school, will my child be able to ride the bus?**

- The buses will run one hour late and approximately two hours early on the first two days of school. If the bus time you are assigned is 8:20 am, the bus will be at the stop at 9:20 am in the morning. In the afternoon, if your assigned time is 4:00 pm, the bus will be arriving at approximately 2:00 or shortly before.
- We highly encourage the Kindergartners ride the bus on these two days to get them acclimated to riding the bus. You may also meet the bus at the school upon arrival if you are more comfortable.

#### **How do I request my child to ride home with another child?**

- Due to bus capacities, your child may only ride his or her assigned route bus.

#### **How do I know if my child's bus is delayed morning or afternoon?**

- Please be sure to register for Parent Square through the school district. Durham School Services will send out late bus notifications via Parent Square any time a bus is delayed by 10 minutes or more.

#### **Bus Tracking App**

The BusZone app is available on the [App Store](#) or [Google Play](#). Families must know the following information for each bus route they'd like to track: You will need:

Student number, Current bus number(s), School access code: 3079WCSD