

## TRANSPORTATION COMMUNICATION AND REPORTING

- Parents are not to call Durham. Please do not give out the number. The designated transportation person for the building emails for parents and schools and, when necessary, calls WPS transportation at 3241 and speak with a Transportation Liaison. The WPS Transportation Liaison is covering phones at X3241 until 6:00 pm Monday through Friday. This allows us to track concerns and timely resolutions.
- If you have a very late bus and/or are not getting a response please call: the quadrant office at X3499, X3221, X3264, John Hennessey at 508-889-7461, Sue O'Neil at 774- 364-3214 or Maureen Binnienda at 508-981-3858 3858.
- A reminder that SAFE HAVEN, for students not left off at their bus stop for some reason, is at Quinsigamond.. Please call the school at X3502 to check when a parent calls looking for a child who did not get home or when you know a parent is on their way to pick up a child from SAFE HAVEN.

***Please report each of the following via email to John Hennessey, Brian Allen, and Susan O'Neil. Please use the following format:***

- **For late big and small buses :**  
SUBJECT LINE School Name- Late BUS Bus  
EMAIL Day, Date, AM or PM Bus Number  
Scheduled arrival time \_\_\_\_ Arrived at \_\_\_\_
- **Route additions/deletions for large buses only (Note SPED bus requests go through SPED to WPS Transportation)**  
SUBJECT LINE School Name-Add Stop Request or Delete Stop Request  
EMAIL ADD Stop AM or PM Bus # \_\_\_\_ at \_\_\_\_ for Student ID #  
or DELETE Stop AM or PM Bus # \_\_\_\_ at \_\_\_\_
- **For other bus related concerns: concerns:**  
SUBJECT LINE School Name- Issue (ex., Accident, Parent Concern, Video Needed...)  
EMAIL Day, Date AM or PM Bus Number  
Give brief, key details