

# Important Reminder: School Transportation Policy

Dear Parents and Guardians,

We hope this message finds you well. As we approach the new school year, we would like to remind you of our School Transportation Policy to ensure the safety and well-being of all students.

## Transportation Guidelines:

- Students must arrive at their designated bus stop 5 minutes before the scheduled pick-up time.
- All students are required to wear seat belts while on the bus.
- No food or drinks are allowed on the bus to maintain cleanliness.
- Parents should notify the school in advance if there are any changes to the usual drop-off or pick-up arrangements.

Please review these guidelines with your child to ensure a smooth and safe transportation experience. Your cooperation is greatly appreciated.

If you have any questions or concerns regarding our transportation policy, feel free to contact the school office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]