

# **Shuttle Bus/Van Rider Guide**

## **Evangelical Christian Academy**

This guide provides useful information about the ECA Shuttle Bus/Van Service. In general terms, the service is provided to get students to the schools when they open and take them closer to home when the school-day is finished. The system includes transportation between campuses and locations on the outskirts of Colorado Springs. Please contact the ECA Business Office in order to sign up for this service at 574-0920.

### **1. Shuttle Fees**

**Full-Time Riders:** \$60 per month for daily service to and from school.

**AM or PM Riders:** \$30 per month for daily service either before OR after school.

**Multi-Student Discount** - \$50 per month for each additional student after the first.

**Part-Time Riders:** Part-time riders are accepted on a space available basis. Rider's seats must be reserved in advance through the ECA Business Office. Pro-rated quotes for regular scheduled part-time service are available – especially during activity seasons.

**BILLING CYCLE:** Shuttle fees are billed as follows Sept 1 (mid-Aug to mid-Sept), Oct 1 (mid-Sept to mid-Oct), Nov 1 (mid-Oct to mid-Nov), Dec 1 (mid-Nov through end-Dec), remaining months are billed on the 1<sup>st</sup> of that month for service rendered that month.

Shuttle fees are based on the following factors and are therefore subject to change during the school year: fuel costs, bus/van maintenance costs, driver wages, and ridership.

### **2. Bus/Van Stop Location Descriptions**

#### **NORTH ROUTE STOPS:**

**Monument:** King Soopers at Jackson Creek Parkway and Baptist Road in Monument. Driver will be located near the SE portion of the mall parking lot just north of the First Bank. Children should be able to enter the bus/van without having to walk in front or behind it.

**New Life Church:** Driver will be located north of the main sanctuary. Take Voyager north of Interquest Parkway. Turn right (east) at the light onto New Life Drive. Take the first right turn entrance into the New Life Parking lot. Stay right and look for the ECA van immediately on the left. You should be able to easily see the gray New Life vans about 100 yards east of where we meet.

**Focus on the Family:** Driver will plan to drop students at the entrance to the employment building. (This stop is designed to be an afternoon drop-off point only, no AM service).

**Walmart (Woodmen/Powers):** Driver will meet families near the Goodwill Drop Trailer in the perimeter of the parking lot of Walmart.

#### **SOUTH ROUTE STOPS:**

**Cheyenne Mountain Presbyterian Church (CMPCA).** We are quite pleased to offer this stop in the lot of our newest “sister-church” location. The address is 4450 Westmeadow Drive, Colorado Springs, CO 80906. Take the Westmeadow exit from S. Academy and head north. Look for the church about ¼ mile on the left. Look for the ECA van in the parking lot, east side.

## **CAMPUS STOPS:**

**Elementary Campus:** In front of the Elementary Office. Students will be dropped off at the curb adjacent to the flag pole. Students awaiting elementary departure will wait next to the office for shuttles to arrive.

**Secondary Campus:** In front of the Secondary Office. Students will be dropped off at the curb between the office and the flag pole. Students awaiting secondary departure will wait next to the office for shuttles to arrive.

### **3. Shuttle Schedule**

#### **Full Day – North (Bus)**

Morning:	7:05 a.m.	Arrive/Depart Monument King Soopers
	7:20 a.m.	Arrive/Depart New Life
	7:35 a.m.	Arrive/Depart Walmart (Woodmen/Powers)
	7:50 a.m.	Arrive Secondary campus
	8:00 a.m.	Depart Secondary for Elementary campus
	8:15 a.m.	Arrive at the Elementary campus
Afternoon:	3:03 p.m.	Depart Elementary for Secondary campus
	3:15 p.m.	Arrive at the Secondary campus
	3:20 p.m.	Depart Secondary campus for North Route stops
	3:35 p.m.	Arrive/Depart Walmart (Woodmen/Powers)
	3:50 p.m.	Arrive/Depart Focus on the Family
	4:00 p.m.	Arrive/Depart New Life Church
	4:15 p.m.	Arrive/Depart Monument King Soopers

#### **Full Day – South (Van)**

Morning:	7:25 a.m.	South Route Arrive/Depart CMPCA (4450 Westmeadow)
	7:55 a.m.	Arrive Secondary campus (Elementary riders go to bus)
Afternoon:	2:45 p.m.	Van boarding at the Secondary campus
	2:55 p.m.	Depart Secondary for Elementary campus
	3:05 p.m.	Arrive/Depart Elementary for South Route
	3:25 p.m.	South Route Arrive/Depart CMPCA (4450 Westmeadow)

- More Schedules on Following Page -

### **Half Day for Both Campuses**

Morning: Same as a normal morning

Return North (Bus): 11:35 a.m. Depart Elementary for Secondary campus  
11:45 a.m. Arrive at the Secondary campus  
11:50 a.m. Depart Secondary campus for North Route stops  
12:05 p.m. Arrive/Depart Walmart (Woodmen/Powers)  
12:20 p.m. Arrive/Depart Focus on the Family  
12:30 p.m. Arrive/Depart New Life Church  
12:45 p.m. Arrive/Depart Monument King Soopers

Return South (Van): 11:30 a.m. Van waiting at the Secondary campus  
11:40 a.m. Depart Secondary for Elementary campus  
11:50 a.m. Arrive/Depart Elementary for South Route stop  
12:10 p.m. South Route Arrive/Depart CMPCA (4450 Westmeadow)

### **Half Day at Secondary Campus Only**

Morning: Normal morning schedule applies for all students.

Secondary: \* There is no mid-day shuttle service on these days. Students who desire to wait at the secondary campus for the return service at the normal time should go to room 212 for a study hall.

Elementary: Normal afternoon schedule applies.

### **Delayed-Start - North (Bus)**

Morning: 9:05 a.m. Arrive/Depart Monument King Soopers  
9:20 a.m. Arrive/Depart New Life  
9:35 a.m. Arrive/Depart Walmart (Woodmen/Powers)  
9:50 a.m. Arrive Secondary campus  
10:00 a.m. Depart Secondary for Elementary campus  
10:15 a.m. Arrive at the Elementary campus

Afternoon: Normal return schedule

### **Delayed-Start – South (Van)**

Morning: 9:25 a.m. South Route Arrive/Depart CMPCA (4450 Westmeadow)  
9:55 a.m. Arrive Secondary campus (Elementary riders go to bus)

Afternoon: Normal return schedule

#### **4. Shuttle Bus/Van Rider Behavior Guidelines**

The shuttle service is an extension of the classroom and all ECA rules will apply. Bus and van guidelines will apply to all students using this service. Students should be reminded that it is a privilege for them to ride the ECA Shuttle Bus/Van.

- Riders are to be attentive and respectful of the bus/van driver.
- Riders are to be courteous to one another.
- Riders are highly encouraged to use quiet “conversational” voices during the route.
- Riders are to use seat belts during the ride. When belts aren’t available (bus) please remain seated.
- Riders are encouraged to behave as if they would in the classroom.
- Riders are to be quiet (for enhanced safety) while the bus/van doors are open.
- Riders are to refrain from making gestures to those outside the bus/van.
- Riders should leave their area as clean as they found it.
- Riders should keep their feet on the floor when riding and getting in/out of the vehicle.
- Riders should enter and exit the bus/van in a quiet and orderly fashion.
- Riders should seek permission to open bus/van windows.
- Riders must refrain from throwing any objects inside or outside the bus/van.
- Riders may use electronic devices including I-Pods or cell phones unless the driver asks that they not be used.

**Bus/Van Drivers intend to ask for correction only once. Repeat offenders will be reported to the Transportation Director for additional correction, if needed. We hope to be calm, but firm.**

#### **5. Parent and Driver Communications**

Bus/Van drivers are not permitted to use their cell phones while driving. However, there may be times when parents and drivers have a need to communicate. While parked, the driver may check for calls of messages. Also, please adhere to the following guidelines in communicating with the driver.

The following guidelines are especially for those families that have children traveling from remote sites (Falcon, Monument, New Life, Woodmen/Powers and Fort Carson).

- The school offices can get word to drivers during regular business hours, with advance notice.
- Parents and drivers are encouraged to exchange cell phone numbers for use as appropriate:
  - When parents would like the driver to wait a minute or two beyond normal.
  - When drivers experience vehicle or traffic problems that delay arrival.
  - When parents know they won’t be using the service and the stop is remote.
  - When other similar situations occur.
- Please leave a message for the driver and they will return your call when it is safe to do so.

In the event of a parent “no-show”:

- Drivers are not to release students from the ECA Shuttle Service unless a parent/guardian or authorized agent is there to receive the student. Parents/guardians may declare an authorized agent by providing a letter to ECA in advance to identify that person.
- Students who are not met in a timely fashion by a parent/guardian or authorized agent will be returned to the ECA Secondary campus and will be kept there until picked up. We do intend to make a cell phone call to the parent from the missed stop prior to returning to the Secondary campus.