



# ST. MICHAEL THE ARCHANGEL

DIOCESAN REGIONAL HIGH SCHOOL

www.smhsbr.org

## SMHS Shuttle Bus Information for 2024-2025 School Year

Dear Parents:

Information about the SMHS Shuttle Bus Service being offered to our students for the 2024-2025 school year is noted in this letter. You will also find a registration for the Shuttle Bus service attached.

Some specifics to know:

- Students must have their parents or guardian supervising them while waiting for bus pick-up each morning. Parents/guardians must also be present in the afternoon at drop-off time so as not to delay the shuttle going to the next site.
  - Should a student not have someone at the bus drop-off site, the driver will keep the student on the bus and travel to the next bus drop-off site, and then back to SMHS where the parent will be expected to pick up the student immediately.
  - Should this recur frequently, the student may be removed from the shuttle.
- The fee for this bus service breaks down as follows and must be **paid in advance**:
  - \$1,000 for the year per rider.
  - \$ 100 per month for each child.
  - \$ 75 per month for each child after the first.
- Written notification to the SMHS Registrar is required when your child will no longer need this service.
- Return of the attached form filled out as indicated is necessary by **August 5, 2024** to Lori Steib, Registrar by email at [lsteib@smhsbr.org](mailto:lsteib@smhsbr.org), mail or fax.
  - Registration for shuttle bus service may take place after the school year begins; however, monthly fees are not prorated.
- You will receive a confirmation email upon receipt of your form. The Shuttle Bus fee will then be added to your FACTS account. If you have questions about payment, please contact Susan Thibodeaux at [sthibodeaux@smhsbr.org](mailto:sthibodeaux@smhsbr.org).
- Please note the following stops have been chosen based upon need.

<u>Routes</u>	<u>Approximate Pickup Time</u>	<u>Approximate Drop-off Time</u>
St. John	6:20 am	3:30 pm
St. George	6:40 am	2:55 pm

The above times are approximate. We will communicate with you during those first two weeks of school when the shuttle bus driver can provide more accurate drop-off and pick-up times. Please contact the school office to speak with the Registrar at 225-753-9782 ext. 12 if you have any questions.

Sincerely,

Jared Cavalier  
Principal

P.O. Box 86110 Baton Rouge, LA 70879-6110  
17521 Monitor Avenue Baton Rouge, LA 70817-2640  
PHONE: 225.753.9782 FAX: 225.753.0605



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## SMHS SHUTTLE BUS SERVICE 2024-2025 Student Rider Registration

Student Rider 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Rider 2: \_\_\_\_\_ Grade: \_\_\_\_\_

### PHONE #'s TO BE REACHED DURING SHUTTLE BUS OPERATION

#### Parent / Guardian 1

#### Parent / Guardian 2

Name:	_____	_____
Cell	_____	_____
Phone:	_____	_____
Home	_____	_____
Phone:	_____	_____
Work	_____	_____
Phone:	_____	_____
Email	_____	_____
Address:	_____	_____

#### Emergency Contact 1

#### Emergency Contact 2

Name:	_____	_____
Cell	_____	_____
Phone:	_____	_____

Please indicate below which route(s) the student(s) will be riding:

**AM Bus:** \_\_\_\_\_

**PM Bus:** \_\_\_\_\_

Please check your payment option that will be billed in FACTS:

- ☐ **Monthly** (\$100 a month August to May)  
☐ **Semesterly** (\$500 in August and \$500 in January)

I understand that my child must obey all school rules and all rules established by the Shuttle Bus Service director. Students must be dropped off and picked up at their stop on time. Failure of a student to follow the rules or failure of a parent to pick up their child on time may result in the student being unable to utilize the Shuttle Bus service.

Parent signature: \_\_\_\_\_ Date of signature: \_\_\_\_\_

Return this form to Lori Steib at [lsteib@smhsbr.org](mailto:lsteib@smhsbr.org) or drop off at the front office.

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