



Bus Service at Christian Academy of Indiana

Southern Indiana

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Registration Questions

How do I register my students to ride the bus?

Complete the Web Form Registration in FACTS Family Portal

- Go to the school's website at www.caschools.us
- Select Quick Links from the toolbar at the top
- Select FACTS Family Portal
- Click on Web Forms (on left side of screen)
- Choose Bus Registration

The bus schedule is linked within the registration form to help choose a route and stop.

I'm trying to register my students for the bus, but I'm having difficulty with the webform.

Contact support@caschools.us to request help with the webform.

My child rode the bus last year. Do I need to register again this year?

Yes, bus registration must be updated each school year.

How do I pay for bus service?

Bus fees are invoiced through your FACTS tuition agreement. If you are enrolled in incidentals auto-pay, your payment will process automatically on the due date. If you are not enrolled in incidentals auto-pay, you will need to initiate payment before the due date.

What is the difference between being a Daily or Occasional rider?

- **Daily** riders are approved to ride every day and will receive a plastic ID tag so the driver can easily identify approved riders. Daily riders are billed automatically mid-month for the following month (i.e. mid-August for September), with a due date on the first business day of the month.
- **Occasional** riders do not receive ID tags but instead purchase a paper bus pass in advance from the school office (\$7/pass). The pass is given to the driver when boarding.
- **All riders**, daily or occasional, register through FACTS Family Portal.

I've just completed the bus registration form. How soon can my child start riding?

- During the school year, when you register your child to ride **daily**, Miller Transportation will be contacted with an updated bus roster, and your child will be given an ID tag if space is available. Your child may ride as soon as he/she receives the ID tag, usually 24-48 hours after registration is received.



- If you've registered your child to ride **occasionally**, you must request bus passes from your child's school office. If space is available, your child may board the bus and give a pass to the driver.
- At the beginning of each school year, registered students will be allowed to ride the bus the first few days of school without a pass until all passes have been distributed by the school office.

My child is a daily rider both mornings and afternoons but is starting a sport and will not need to ride in the afternoons. Can I change my bus registration?

You may update your bus registration in FACTS Family Portal at any time during the school year. In this case, you may register for AM only service. Once the bus coordinator confirms the change, your payment amount will be adjusted for the next month's payment. Your child will receive a new bus tag reflecting the new service level, and the old tag must be returned to the school office. If your child occasionally needs to ride in the afternoons, he/she may purchase bus passes through the school office.

My child got his/her driver's license, so I want to cancel the bus service.

Log in to FACTS Family Portal and update the bus form. You may change the frequency option to occasional or never. To stop monthly billing, the bus registration form must be updated to reflect the change and confirmed by the bus coordinator. The bus tag must be returned to the school office. Your child can purchase passes if needed, but you will not pay monthly.

At the beginning of the month, we needed bus service every day, but with my new job, I can pick my children up in the afternoons. Will my bus charge be prorated for this month?

We do not prorate charges if your level of service changes mid-month.

Who do I contact to purchase an occasional (one-time) bus pass?

Complete the bus registration form in FACTS Family Portal and contact the school office to obtain a pass. Registration may be completed once and will remain in effect the entire year.

I purchased bus passes last year and didn't use them. Can my child use them this year?

Bus passes expire at the end of each school year and are non-transferable and non-refundable.

Bus Stop Questions

Can my child walk home from the bus stop?

- Elementary students must be accompanied by a High School or Middle School sibling and have written consent on file with the school office. Please email the school office and bus@caschools.us with your request.
- Middle School students must have written parental consent on file in the school office. Please email the school office and bus@caschools.us with your request.
- High School students may walk home from the bus stop.

Can my student wait inside for me at the bus stop locations?

Parents/Guardians must be present to pick up their child. Waiting inside at bus stop locations is not authorized.



How can I request a new bus stop?

The bus schedule is reviewed periodically, and adjustments are made based on participation. A continuous effort is made to promote increased ridership. The schedule is subject to revision after September. Requests should be made by email to bus@caschools.us for review.

What time do I need to be at the bus stop?

Students riding the bus should be aware of departure times from their own neighborhood and from school, and be sure to be on time. It is recommended that all bus riders be at the designated bus stop 10 minutes before scheduled departure. The bus will not wait.

I'm running late and won't be at the bus stop to pick up my child at the scheduled time. What do I do?

If a parent is not at the bus stop at the scheduled time, the bus driver will:

- Notify Miller Transportation immediately, who will contact the bus coordinator;
- Keep the student on the bus and continue to drive his/her route;
- Wait at the last scheduled stop no more than 10 minutes past the drop-off time;
- Return the student back to school property after completing the last scheduled stop;
- Notify Miller Transportation of habitually late parents. Miller will contact the bus coordinator.

The parent can meet the bus at one of the remaining stops or back at the school at the end of the route. Check Miller's Find My Bus feature to see the bus's real-time location. (Contact bus@caschools.us for more information about Miller's Find My Bus feature.)

The bus is not at the stop at the scheduled time. What do I do?

If the bus is more than ten to fifteen minutes off its scheduled time, Miller will notify the school, and a text will be sent through CALert. Please ensure contact information is current in FACTS Family Portal for [CALert notifications](#).

Parents can check Miller's Find My Bus feature to see the bus's real-time location. (Contact bus@caschools.us for more information about Miller's Find My Bus feature.)

Other Questions

My child left his/her instrument/phone/backpack on the bus. What can I do?

Please email bus@caschools.us, and the bus coordinator will contact Miller Transportation. The driver will be notified to look for the item and keep it secure until it can be given to the student or delivered to the school office. If it is after school hours, it is likely that the bus driver will have noticed and secured the item until it can be sent to the office the next school day.

What instruments are not permitted on the school bus?

Miller Transportation's bus rules state that any items that do not fit on the lap or under the seat must be left off the bus and transported by other means. Please reference our Large Instrument document [HERE](#).

My child rides the bus, and several friends will ride home with him on Friday afternoon. What do they need to do?

Check to make sure the guests are registered for the bus in FACTS.



- If a guest student is not registered, the guest student's parent will need to register them in FACTS Family Portal as an occasional rider.
- If a guest student is registered to ride the bus daily but rides a different bus, he/she will need to obtain a bus pass from their school office. The pass will be free of charge, but lets the driver know the student has permission to ride.
- If a guest student is registered to ride the bus daily and rides the same bus as the host student but normally uses a different stop, the parent should send a note to the driver indicating permission to use the host student's stop.
- Either the host family or guest family may be invoiced in FACTS for the bus pass(es). Often, the host family will offer to pay for any guest passes.
- Paper bus passes are completed with the guest students' names, not the host student's name. Bus passes are non-transferable.

I'm at school to pick up my child, but I think he/she got on the bus. What do I do?

Parents can call the school office and talk to the school staff for assistance in locating the student.

I'm at the stop to pick up my child, but he/she didn't get off the bus. What do I do?

Parents can call the school office and talk to the school staff for assistance in locating the student.

I have a concern about something that happened on the bus. Who do I contact?

Please contact your child's school office, and they will notify the appropriate administrators depending on the circumstances of the event.

Are there days when bus service is not provided?

Buses run every day that school is in session.

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