



Black Butte School

Transportation Communication Policy

Black Butte School currently has two bus drivers, Gary Gray and Daniel Petke. Both drivers use this transportation email to monitor any changes to a student's bus routine:

transportation@blackbutte.k12.or.us

When the after-school destination or bus routine of a student is changed from the regular routine (including absences*), ***both the Principal and Bus Driver must have written notification*** from the parent/guardian via email, NOT text.

Any and all changes to a student's bus routine must be submitted by 2:15pm (or 12pm on Wednesdays).

Email BOTH the bus driver transportation@blackbutte.k12.or.us and Principal dsharp@blackbutte.k12.or.us

In an emergency, parents/guardians may call the school at (541) 595-6203 to notify of a change of destination. You must do so before 2:15 p.m. ***If your call goes to district voicemail, do not assume that the Bus Driver received notification of the change.*** Please call back to ensure that your message has been received. If you do not receive confirmation of the change in writing, please expect your student to follow their typical after-school routine.

****If your child will be absent from school, please email their classroom teacher in addition to the Bus Driver and Principal.***