



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
BRUSSELS DISTRICT  
TRI-BORDER SCHOOL BUS OFFICE  
C/O JAMES VANDIERENDONCK ELEMENTARY SCHOOL  
UNIT 8045  
APO AE 09104



31 October, 2012

MEMORANDUM FOR SPONSORS/PARENTS/LEGAL GUARDIANS

SUBJECT: Commuting Area and Walking Area for School Bus Transportation

1. School commuting areas are developed to establish eligibility for transportation of dependent students to a DoDDS school. Commuting areas are established by DoDDS, in coordination with the military community, based on availability of housing in the vicinity of each school. Students residing within the commuting area and reside in one of the towns listed on the Commuting Area Town listing are eligible for school transportation at Government expense, unless they reside within the walking area. Walking areas are based on the distance to a school, adjusted to natural boundaries such as a housing area or neighborhood, a river, railroad tracks, etc. Normally, walking distance is 1 mile for elementary students and 1.5 miles for secondary students.
2. The walking and commuting area towns for schools in the Kleine Brogel, Glons, Volkel, Kalkar, JFC and Geilenkirchen military communities are shown on maps in the DoDDS-E Tri-Border School Bus Office (TSBO). A list of towns can be obtained from the bus office, housing office or local School Liaison Officer. If a sponsor obtains housing outside the commuting area or one of it's towns, the sponsor becomes responsible for transporting any dependent students to the school or to an established school bus stop within the commuting area. In accordance with DOD 4500.36-R, each sponsor must certify in writing that he or she has been advised by the installation commander or designee regarding the commuting area and understands the consequences of accepting housing outside the commuting area. The certificate is printed as an attachment to this memorandum. The signed certificate will be retained on file in the Bus Office, Housing Office or SLO for as long as the sponsor resides in the community.
3. Students requiring transportation must be registered with the TSBO. The TSBO is located in AFNORTH School, Room B1.1A, Ferdinand Bolstraat 1, 6445 Brunssum, The Netherlands. Customer service hours are Monday through Friday, between 09:00 - 17:00. If coming from GK, KB, Glons, Kalkar or Volkel, it is always advisable to call ahead to make sure someone is in the office. For questions or concerns regarding school busing, phone the TSBO at commercial (+31)(0) 45-5278232.

(Original Signed)  
MARC S. PAYNE, GS-09  
Transportation Operations Specialist  
COR

# SPONSOR'S CERTIFICATION OF UNDERSTANDING

I certify that the Installation Commander, or designee, has advised me of the commuting area list of towns for transportation of students at government expense to schools serving the Kleine Brogel, Glons, Volkel, Kalkar, JFC and Geilenkirchen military communities.

I understand that school bus transportation is provided only within the commuting area list of towns. I acknowledge that if I obtain family housing outside this area or in a town that is not on the list, I must transport my dependent student(s) between my residence and the school or an existing school bus stop within the commuting area, at my own expense.

---

Signature of Sponsor

---

Printed Full Name and Rank of Sponsor

---

Date Signed