

Information on Airport Transportation

Dear parents,

The school is preparing a list of independent drivers that you may contact directly to arrange car service for your child.

Currently, the following drivers have notified us that they are available to provide car service.

Name: Ms. Angela Vetanen

Email: Angela.vetanen@gmail.com

Cell Phone: 503-764-8467

Description: Experienced Uber driver. A parent of a student who attends our school.

Estimated Charge: \$120~\$180 depending on pick up requirements

Name: Mr. Kai Zhang

Email: davidzkseavor@gmail.com

Cell Phone: 551-238-5250

Description: Experienced Uber driver.

Estimated Charge: \$120~\$180 depending on pick up requirements

As we move forward, the number of drivers on the list may increase. Please send an email to service@northernacademy.org to inquire about updated airport driver information.

When arranging for your child's travel, we recommend you take the following steps:

- 1)** Email or call the independent drivers to check availability of drivers for airport pick up service.
- 2)** Based on your conversation with the drivers, decide on your travel dates and book your flight.
- 3)** Send flight information and pick-up requirements to your selected driver.

For this step, you may fill out the attached ***Student Flight Information Form*** to ensure necessary information is provided to your driver. Email this form to your driver and CC the school airport liaison at service@northernacademy.org

- 4)** Arrange payment with your driver. Your driver will provide you with online payment instructions. You must pay the driver directly. The school will not charge or process payments for the driver.

For this step, please make sure that you get a receipt and a booking confirmation from your driver.

5) We strongly recommend that you provide your child with a cell phone for easy communication with the driver during the pick-up process.

On the day of pick up, the following process is recommended to the driver:

1) The driver should provide the transportation service on the arranged dates.

2) The driver should communicate with the passenger's receiver (e.g. home stay family or school dorm parent) via cell phone text on the pickup day, to get updates on the pick-up status (e.g. delay of flight)

3) The driver should drop off the passenger at the pre-arranged location (school dorm or homestay), and inform the school upon arrival via phone/text at 845-206-9515.

4) The driver should also inform the passenger's parent via text/email or other pre-arranged communication channel once he successfully completes his airport transportation service.

Should you have any concerns or questions, please feel free to contact us at service@northernacademy.org

Thank you!

Best regards,

Alice Han

School Airport Liaison

Cell: 845-206-9515

Student Travel Information

Your Chosen Driver's Name:
Driver Cell Phone:
Driver Email:

Student Last Name	First Name					
Student ID	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	Age		
Student Cell Phone	Student Email					
Parent Name	Parent Cell Phone					
Parent Email						
Can the student communicate in English?				<input type="checkbox"/> Yes		<input type="checkbox"/> No
Flight Date	Arrival Time	<input type="checkbox"/> AM		<input type="checkbox"/> PM		
Airport	<input type="checkbox"/> JFK	<input type="checkbox"/> EWR	Terminal	Airline		
Flight Number			Confirmation Number			
Number of Luggage:		Large	Medium	Small		
Accompanying Person's Name	Relationship to Student					
Drop-off Contact Person's Name	Drop-off Contact Cell Phone					
Drop-off Address						

***** PLEASE INCLUDE THE COMPLETE AIRLINE TRAVEL ITINERARY *****

By default, your driver will do a curbside pick-up at the designated Passenger Pickup 3 or Passenger Pickup C, depending on the airport. The student has to walk outside to these designated areas. They can ask any airport staff where these areas are located.

Does your driver need to go into the airport in order to pick-up the student? **YES** **NO**

If YES, please include any other information we may need below.

Parent/Guardian Signature _____

Note: Please email your completed form and the complete airline travel itinerary to service@northernacademy.org and your driver.