



Transportation Drop-Off Procedures

The District Transportation Director, shall be responsible to provide for the safety of children at the bus stop. The school district's practice is that an authorized adult must be at the bus stop of to pick up Pre-K, Kindergarten, and Special Needs student(s).

A note must be on file and approved by the Director of Transportation in the following situations:

1. A student is dropped off at a babysitter or childcare. Babysitter or childcare location must be within the attendance zone of the child's building.
2. An older sibling (middle school or older) will be at the stop to pick up the child.

All notes must state the name of the adult or older sibling who is responsible for picking up the student. ***These notes must be updated at least annually, or whenever there are any changes.***

Pre-K, Kindergarten, and Special Needs student(s) are **never** to be left unattended at a bus stop, or any other student(s) at their parent's request.

Approval Process

The following steps must be completed prior to allowing a Pre-K, Kindergarten, and Special Needs Student (s) off the bus in the afternoon.

1. Parent sends in a request with the individual's name and phone number
2. The school approves the individual
3. The document is faxed or emailed to the Transportation Department
4. Copies of the approval will be placed in the Route Folder

Once the approval is in place, and an individual approaches the bus to pick up a Pre-K, Kindergarten, and/or Special Needs student(s) the driver/attendant must:

1. Check the Route Folder for the individuals name
2. Check the ID of the individual who is attempting to pick up the student
3. Allow, or don't allow student off the bus with the individual

In the event the designated person is not at the bus stop, the student will remain on the bus and will be brought back to the school at the end of the bus route. The parent will be notified by the school and is expected to pick up the child at the school.

For the safety of all of our students (all grades):

If a parent does not want their child left at a bus stop alone, a note must be on file, following the above process. The child will be returned to the school, the parent notified and is expected to pick their child up at the school building. In the event that any student in grades 1 – 12 feels uncomfortable about getting off the bus, we will return them to their school, and the school will notify parents for pick up.