

2020-2021 Kindergarten Transportation Procedures

1. Plastic name tags and tie-wraps for all kindergarten students will be created provided upon student registration.
2. The sticker for the tag will include student ID, student's full name, grade level, drop off location, and phone number.
3. The tag will be attached to the child's backpack. **The student must have their tag every day for the entire year.** The Bus driver will not accept the student without it!
4. Parent/adult is **required** to be present at the bus stop in the morning and afternoon....not waiting in a car.
5. In the PM, students will be placed on their bus by school staff and they will present their school-generated tag to the bus driver. K student will be seated in the front of the bus.
6. Bus driver will mark their name on a school-generated roster that will be available on a daily basis.
7. In the PM, if the designated adult is not at the bus stop, the kindergarten student will be returned to school after the elementary run is complete. Kindergarten students will not stay on the bus for middle or high school runs. The driver will notify their field office and dispatch that they are returning the kindergarten student to the school. Dispatch will notify the school and have an administrator/staff meet the driver at the ramp to receive the student. The student will be signed over to an administrator or staff member who will retrieve the child's emergency information and will then take the child to H.O.S.T./YMCA afterschool program. The administrator may elect to have the child stay with them in the office until parent pick-up. Attempts to contact the parent will begin immediately.
8. At 3:30, a sign will be posted on the office door: ***If you are here to pick up a kindergarten student who was not met at a bus stop, please go to the cafeteria to sign them out. You must have a picture ID. If a kindergarten student has not been picked up by 4:30, School Security/TPD /Sheriff's Office will be notified.***
9. After 3 incidents of an adult not being at the bus stop, the student will be suspended from the bus for 1 day. The next incident will result in a 3 day suspension from the bus. Subsequent times will increase in the number of days suspended from the bus.
10. Charges in the H.O.S.T. program may be incurred for repeated returns to school.
11. Last minute changes made at the school should be in writing.