



Mansfield ISD Transportation  
1910 North Main Street  
Mansfield TX 76063  
(817) 299-6060

2021 – 2022

Dear Parents & Guardians,

Please read the following summarization of important policies and procedures related to the safe and efficient transport of your student.

1. Assigned route pick-up and drop-off times reflect the Transportation Department's best estimate based on a number of variables. **These are estimated times only.**
2. Parents/Guardians are responsible to have their child prepared for pick-up 15 minute prior to the estimated pick-up time. Drivers will not call ahead, honk, flash their lights or knock on the door of a residence to announce their arrival.
3. Upon arrival, drivers will wait 2 minutes before proceeding on route.
4. For the safety of other students and Drivers/Attendants, we do not assist the student to and from your door during pick up and drop off. This responsibility lies with parent/guardian/authorized receiver.
5. Day care centers must be aware of our policies related to pick-up and drop-off of students.
6. Day care centers must be located within the home address attendance zone or the assigned school attendance zone to be eligible for bus service.
7. Authorized Receivers, including parents and guardians, must be listed on a completed Authorized Receiver Form. Drivers/Attendants/Substitutes will ask to see a picture ID during drop-off and to compare the information on the form to that on the picture ID.
8. Authorized Receiver must be available for drop off 15 minutes prior to scheduled drop off time. If there are three occurrences where no one is available to receive your student at the scheduled drop off time, we will request a parent meeting with the campus administrator. If the problem persists after meeting with the campus administrator, an ARD will be called to review the potential safety risks for the student posed by the delay in parental supervision.
9. It is the responsibility of the parent/guardian to pay for damages that occur to any equipment when damage is the direct result of student or parent/guardian actions.

Please feel free to contact us should you have any questions at (817) 299-6065 or (817) 299-6070. Thank you in advance for your cooperation.

Gerald Bunch  
Transportation Operations Manager

Hillary Guilford  
Special Programs Route Manager

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Are there medical conditions that have initial responses that you expect from us? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_