



Transportation Department  
1097 Bassett Road  
Westlake, OH 44145  
440-835-6313  
Fax 440-835-6363

For the safety of our students, drivers are NOT authorized to drop off pre-school or kindergarten students without a parent/guardian or authorized adult to receive them at their bus stop. Students who are not met by an authorized adult will be returned to their school.

Additionally, drivers are not authorized to drop off special needs students, unless the parent or guardian believes the student is capable of attending to his/her own needs, and may be dropped off without a responsible adult present.

If a parent or guardian authorizes another responsible adult to meet their child at the bus stop, the Transportation Department is required to receive that information in writing from the parent or guardian PRIOR to dropping off the student. You must advise the person(s) you are designating below that they **must provide some form of identification to the driver and make sure that they are aware of bus safety procedures relating to your student** before your student will be released to them.

_____	_____
Student Name	School
_____	_____
Parent Name/Signature	Date

**I authorize the following individuals to meet my child at the bus stop in my absence:**

_____	_____	_____
Name	Relationship to Student	Telephone
_____	_____	_____
Name	Relationship to Student	Telephone
_____	_____	_____
Name	Relationship to Student	Telephone

**Please return this form by mail to the Transportation Department at 1097 Bassett Road, Westlake OH 44145, by fax to 440-835-6363 or by email to [transportation@wlake.org](mailto:transportation@wlake.org).**