

## TRANSPORTATION POLICY (*revised July 2020*)

### **Individual Transportation Plan**

Every student must have an individual transportation plan on file. The plan for **car riders** must include contact information of the individuals authorized to transport the student in a vehicle. **Those authorized to transport the child must be 21 years of age or older, with the exception of the biological parent(s) and must be prepared to sign the child in/out of the classroom each day.** A picture ID may be required.

*When riding a bus, a pre-k child must have an authorized person to sign him/her both on and off the bus daily.* The plan for **bus riders** must list contact information of all individuals authorized to sign the student on and off the bus. Only those individuals listed on the Pre-Kindergarten Emergency Sheet will be allowed to sign a pre-k student on and off the bus. **All persons listed on the emergency sheet must be 21 years of age or older, with the exception of the biological parent(s) and should be prepared to provide picture identification if requested.** If no designated adult meets the bus in the afternoon, the pre-k student will not be released from the bus and will be transported to either his/her school or taken to the School Transportation Department at 1015 Josephine Street in Springfield. **PRE-K STUDENTS WAITING TO LOAD THE BUS IN THE MORNING WITHOUT AN AUTHORIZED ADULT WILL BE ALLOWED TO LOAD THE BUS AND THE DEPARTMENT OF CHILDREN SERVICES WILL BE NOTIFIED.**

**PLEASE NOTE: Upon failure to have an authorized person present to sign a student on and off the bus, transportation will be denied.**

*Parents requesting that their child begin to ride a bus after the start of the school year or change to a different bus route must **send a written note to the teacher.** A period of three workdays is required before a student will be allowed to ride the requested school bus. The Transportation Department must have this time to document the request, notify the bus driver, verify route information, etc. **Teachers will not be allowed to place a child on a bus without a written request and the completion of the three-day period** (three days from the day the Transportation Department is notified). **No phone requests for school bus transportation will be accepted.***

### **Bus Transportation Guidelines**

**Riding the school bus is a privilege for students and parents. With this privilege come responsibilities that will ensure the safety of your child and other children on the bus. Upon failure to follow all guidelines, transportation will be denied.**

Please read and discuss the following bus transportation guidelines with your child:

1.	<b>ON TIME</b>	Be at the bus stop on time in the morning and afternoon.
2.	<b>WAITING</b>	Parent/guardian or designee must wait with students at the bus stop.
3.	<b>SIGN ON/OFF</b>	Parent/guardian or designee must sign their child on and off the bus each day, both in the morning and afternoon. <b>Appropriate identification of the adult may be required.</b>
4.	<b>COURTESY</b>	Students must show respect to the driver, attendant, and other students.
5.	<b>GOOD ORDER</b>	Students must behave so the driver is not distracted.
6.	<b>REMAIN SEATED</b>	Students must remain seated at all times.
7.	<b>PROPER DESTINATION</b>	Students must ride to their proper destination. To get off the bus at a location other than the assigned destination, the driver, principal, and teacher must receive a signed/dated note from the parents explaining the change in transportation.
8.	<b>KEEP INSIDE</b>	Students must keep hands, head, and arms inside the bus.
9.	<b>RESPONSIBILITY</b>	Students who do not obey bus rules may lose their privilege to ride the bus. The principal will administer consequences for undesirable behavior. The consequence may include suspension from bus transportation.
10.	<b>DAMAGES</b>	Students who damage the bus must pay for the cost of repairs.

**A child must have reached his/her 4th birthday before riding the bus. Pre-k students riding a bus with older children will be seated in the front of the bus to give the assistant visual access to them at all times. Bransford Elementary pre-k bus riders are required to wear bus badges. Some may be attached to their backpacks for easy access.**