



FAQs regarding a REQUEST FOR CHANGE OF STUDENT DROP OFF STATUS

All students who ride on PPS Transportation Services and have been assigned to Special Ed bus or sedan service by default **must be met at the door of the school bus or cab by a responsible person**. This default drop off status will remain in place until there is a signed change authorization on file in the District's Transportation Department.

1. What happens if my child must be met but I am not able to get to the bus stop on time?

If your child must be met and no one is at the bus stop to meet them, the bus or sedan will take your child to our emergency childcare facility located at:

Children's Club:
3520 SE Yamhill St.
Portland, OR 97214
503-223-2346
Cell: 503-781-3328

Delivering your student to this facility ensures that your child has supervision until they can be met. This facility should not be used as a drop-in daycare.

If you need to have someone else meet your child at the stop, please contact our office at 503-916-6901 so that we can let the driver know there is another authorized person who can receive your child. The driver may ask for ID verification if the person is not familiar.

2. Can my son/daughter be the responsible person who meets my child?

As the parent, you make the decision as to who is responsible for the care of your child. The District recommendation is that the responsible person be 12 years old or older. In the case where our driver or staff have a reasonable concern over the safety of the child, we will make attempts to contact you and the IEP team to voice our concerns. The safety of the student is our highest priority.

3. Why do I need to submit a new request when my child changes schools?

By requiring a new request when a child changes schools, the Transportation Department is ensuring that our paperwork is current and pertinent to the specific school, routes and bell times for your student.

4. Can I request that my preschool/early childhood student be left unattended at the drop off location?

Students who are attending kindergarten, preschool and early learning programs will not be allowed to be left unattended at the bus stop. A responsible person must be available to ensure their safety.

5. Why do I have to wait for the Transportation Office to "process" my request? The driver already said they could do it.

When the Office processes the request, it is entered into our database and new paperwork is generated. This means if your regular driver is absent, the cover drivers, radio operators and support staff will know the correct status of your child. Our default is that all students must be met and our drivers are trained to follow their paperwork.