

Adopted: March 10, 2008

Royalton School District Policy 707.1

Last Revised: August 26, 2019

Revised: February 13, 2012

722 Pre-School Student Pick-Up and Drop-Off Transportation Policy

I. PURPOSE:

It is the purpose of this policy to provide a safe process for the pick-up and drop-off of pre-school students transported by school district vehicles.

II. GENERAL STATEMENT OF POLICY

A. Parental notification:

At the time of registering a pre-school student, the pre-school supervisor will review this policy with the parent/guardian. This copy must be signed by the parent/guardian and copies given to the Transportation Office to be kept on file, to the appropriate driver, and to the parent/guardian.

B. Students loading at home/daycare/open pick-up point, etc.:

Pre-school students picked up on a morning route will be picked up according to regular pick-up procedures (the same as all other students are).

C. Students loading at school:

Pre-school students being transported to either their home or day care will be walked out to a regular route bus from the school by either a pre-school supervisor or an assistant.

D. Students riding a regular route bus with a sibling:

Pre-school students riding the regular route bus home with a sibling in the 4th grade or older will be dropped off at their residence or other home drop-off point with the older sibling according to regular drop off procedures. If the sibling is in the 3rd grade or younger, the parent/guardian must visibly acknowledge the driver or must provide a written statement that it is permissible for the bus driver to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.

E. Students riding a regular route bus alone:

Pre-school students who are riding the regular route bus alone will be dropped off according to regular drop off procedures. At a home, an adult must visibly acknowledge the driver or the parent /guardian must provide a written statement that it is permissible for the driver to drop off the student even though there is no adult visibly present. If a house is so located that a driver cannot see an adult from the bus, it is the parent/guardian/day care provider's

responsibility to make themselves visible to the driver or to provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.

At an open drop-off site (e.g. street corner, center of town), an adult must meet and physically take possession of the student as he/she gets off the bus. The adult must be a parent/guardian or a parent/guardian approved adult. If the parent/guardian will meet the bus, it is his/her responsibility to identify him/herself, in person, to the driver, if they are unknown to the driver, prior to any drop off. If an adult other than the parent/guardian will meet the student, the parent/guardian must give written permission for the adult to meet the pre-schooler, shall identify the adult in writing and , if the adult is not already known to the driver, shall introduce the approved adult to the driver, in person, prior to any drop-off.

Introduction of the parent/guardian, or parent/guardian and approved adult to the driver, must occur in person. The parent/ guardian shall call the transportation office to arrange an introduction. Introductions cannot occur on a route.

The driver shall be secure in his/her knowledge of whom he/she is to entrust the pre-schooler. Drivers will not wait for an adult to appear.

In the case of a substitute driver where the driver does not know the adult and personal introduction of the parent/guardian approved adult cannot be pre-arranged, the driver shall ask the student if he/she knows the adult, shall ask the adult to identify him/herself, and shall have the adult record his/her name and phone number on a form provided by the driver.

F. Adult not present or no written permission:

If a parent/guardian/daycare provider is not visibly present at a home, a driver does not have a written note permitting him/her to drop off a student at a home without an adult visibly present, an approved adult does not meet the bus at an open drop off point, or there is no written permission for the pre-schooler to be dropped off at an open drop-off point under the supervision of an adult, the pre-school student will be kept on the bus and returned to the elementary school or bus garage. Efforts will be made to contact the parent/guardian/day care provider from the bus garage or elementary school. Failing that, the police department will be notified.

G. Consequences:

At any time that these procedures are not followed, the parent/guardian will be contacted. If this policy is violated more than twice, the district reserves the right to deny transportation until the parent/guardian/day care provider complies with this policy.