

## **Student Drop-Off Procedures**

### **Purpose**

This procedure provides for consistent practices in transporting students from school to home.

### **Scope**

This procedure guides school staff, bus drivers, parents and students who ride the bus.

### **Procedure**

#### **1. INTRODUCTION**

Student transportation is a privilege, not a right. Valley School District is committed to providing this service to students and will implement the following procedures to ensure their safe, consistent transport home.

#### **2. COMMUNICATION**

The primary point of contact for bus drivers on route will be the Valley, Paideia and Valley Early Learning Center school staff. School staff will assist drivers concerning arrangements for students from other school districts, questions regarding drop-off instructions, and parent contact.

#### **3. DROP-OFF PROCEDURES**

##### **3.1. Students and children Grade 1 and under; special needs students or students with an Individual Education Plan (IEP)**

- 3.1.1. A child over the age of twelve (12) years, parent or other adult **must** be visible to the driver before a first grade or younger child, and/or a special needs student whose IEP contains such a restriction, is permitted to disembark. When no older child, parent or other adult is visible, the driver will notify the school to attempt to contact the parents of the young student.
- 3.1.2. The driver will wait no more than two (2) minutes at a stop for an older child or adult to appear. After such time has elapsed, the driver will notify the school office staff that he/she will continue his/her route and return the child to school to be picked up by parents.
- 3.1.3. Parents who fail to provide for adult reception of a young child disembarking a school bus will lose the privilege of their child(ren) riding the bus for the remainder of the school year after the third offense.
- 3.1.4. An exception to this procedure may be made under the following conditions:
  - 3.1.4.1. If the entrance to the home is clearly visible to the driver, a parent or guardian may submit a written request allowing the child to be dropped off whether or not an adult is visible. The

request must state that the parent or guardian of the child accepts full responsibility for the safety of the child once he/she disembarks from the bus. However, if, in the opinion of the Transportation Supervisor, the safety of the child would be questionable were the exception permitted, the exception request will be denied.

### **3.2. Drop-off of children at an alternate location**

- 3.2.1. When a parent requests that their child(ren) be permitted to disembark at a location other than their regular address, the parent must provide a written request and include the date(s) of effectiveness, address of the alternate location and other details to assist the driver in identifying the proper location for student drop-off.
  - 3.2.1.1. Regularly-scheduled alternate drop-off requests must clearly state the date(s) of effectiveness and location addresses, and when the alternate drop-off arrangements are to begin and end.
  - 3.2.1.2. Written requests that do not provide a specific drop-off location will not be honored.
- 3.2.2. The school office will review the written request for authenticity, keep a copy of the request and provide it to the bus driver prior to his/her route departure.
- 3.2.3. Bus drivers may not alter their routes to accommodate an alternate drop-off request.

### **Supporting Documentation**

6601P1-Transportation To and From School

### **Document History**

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