

Lincoln-Way Area Special Education District #843
Transportation Pick-Up and Drop-Off Procedures

PICK-UP PROCEDURES:

- The bus will park on the street in front of the residence
- The driver may tap the horn to let parent/guardian know the bus has arrived and is waiting
- Parents will secure their child into their bus seat and/or equipment
- If it is not apparent that the student is coming out to the bus, the driver will wait three minutes before leaving to continue on the route
 - The driver will notify the transportation office that the student did not board the bus

DROP-OFF PROCEDURES:

- The bus will park on the street in front of the residence
- The driver may tap the horn to let parent/guardian know the bus has arrived and is waiting
- If the authorized adult as listed on the *Authorization for Consent to Release Student from District 843 Bus Driver* fails to greet the bus, the driver will contact the transportation office
 - The transportation office staff will contact the designated numbers as listed on the *Student Personal Data* form
 - In the event that contact cannot be made and an authorized adult is not present, the student will be taken back to school (students attending out-of-district placements will be taken to their resident district office)
- A student can be dropped off without the presence of a designated adult if it is indicated in their IEP Transportation Plan

*Drivers will only exit the school bus to assist with the transfer of a wheelchair,
otherwise drivers and monitors are not permitted to leave the bus.*

The transportation office will contact parents/guardians with any significant time changes for the day.

If you have any questions regarding the pick-up and drop-off procedures, please call 815-485-7611.