

DISTRICT #843 TRANSPORTATION PICK-UP AND DROP-OFF PROCEDURES 2013-2014

Below are the pick-up and drop-off procedures that all District #843 Drivers are required to follow each day. Drivers that are running more than 10 minutes late or early for either pick-up or drop-off will ask a dispatcher to contact parents to make them aware of the time change for that day.

PICK-UP:

- Drivers will park in front of the home.
- If it is not apparent that the student is coming out to the bus, the driver will tap the horn to let parents know the bus has arrived.
- If no one comes out to the bus, the driver will wait three minutes before leaving to continue on the route.
- Parents of small children will be asked to strap the child in to his or her seat when there is not a bus monitor assigned to the vehicle.

DROP-OFF:

- Drivers will park in front of the home.
- If the driver does not see a parent (or other designated adult) he or she will tap the horn to let the parent know that the bus has arrived.
- If no one still comes out to greet the bus, the driver will ask dispatch to begin contacting the emergency numbers on file for the child.
- In the event that contact cannot be made with approved adult, the child will be taken back to school (or to the child's resident district office if the child attends a private day facility).
- *Under NO CIRCUMSTANCES will a child be dropped-off without a parent (or other designated adult) at home to receive the child without the written approval of the child's member district.*

Please note that drivers are not permitted to leave their bus when children are on board.

If you have any questions regarding Pick-Up and Drop-Off procedures, please call 815-485-7611.