

## BA-CFA Bus Service AM/PM Boarding Policy & Procedures

### AM Boarding Process:

1. Parents arrive at stop and park in designated area 5-10 minutes before scheduled departure time.
2. Driver arrives at first stop and parks well away from loading area.
3. 1-3 minutes before scheduled departure time, bus to engage amber flashers and approach stop. Driver should approach stop to allow just enough time to load all students before scheduled departure time. We want to minimize the time parents need to wait before the bus departs.
4. Driver comes to stop and opens door, engaging red flashers.
5. Students must remain in the parents car until Driver opens the bus door and the red flashers are on.
6. Students line up to enter bus. Parents do not need to display the Placard and Authorization Form when loading the bus. This is only REQUIRED when picking up the student.
7. Students display ID upon entering.
8. Driver to check in student on Driver log if not on log, see below
9. Students take assigned seat.
10. Driver to close door at scheduled departure time (not prior) and proceed to next stop.
11. Parents MUST NOT depart the stop while the bus door is open and the lights are still flashing.
12. If student is not on log, the Driver is to write them on log, allow the student to board and then notify the Bus Administrator upon return to school. When possible, advise parent they should contact the school to verify all documents are in place to insure the student can ride the bus home and to confirm records.
13. Upon arrival at school students may disembark when driver determines it is safe to do so.
14. NOTES:
  - a. Student may board at any stop on their assigned bus route.
  - b. Parents may not enter the bus.
  - c. If Driver needs to speak to a parent the Driver should step toward the door.

### PM Boarding Process:

1. Bus moves into loading position at 2:50 p.m.
2. Teachers sends/brings students to bus loading area at 2:55 p.m.
3. Students are to display the ID tag to all staff by holding up the ID tag in left hand at shoulder height.
4. Monitor lines up students at the proper bus and verifies tag and/or exception tag for proper day and bus.
5. Students display ID tag to driver as they load.
6. Driver checks off student in the 2nd column of Driver log for that day. If student is not on log, see step 10.
7. Student takes assigned seat.
8. Monitor notifies drivers that all students have loaded.
9. Buses depart school when notified but not prior to 3:05 p.m.
10. If the student is not on the Driver log, the student is to step aside and wait until all others have loaded until it has been verified that:
  - a. Driver has a copy of the student's Authorization Forms. NO EXCEPTIONS.
  - b. Monitor confirms the student is on correct bus by checking exception form or other authority.
  - c. Driver can then hand write student's name onto log. Driver to notify Bus Administrator of discrepancy upon return.

### Parent signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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The term “parent” refers to any guardian that is listed on the Authorization Form.