

BA-CFA Bus Service: Frequently Asked Questions

Q. The Bus Driver knows me well, why must I ALWAYS present my Placard and my Authorization Form?

A. The safety and security of our students is our greatest concern. Considering perfection eludes most of us, trusting our memories is not a high enough standard to follow. Additionally, we will sometimes have substitute bus drivers or have drivers running alternate routes. If parents are not prepared with the Placard and Authorization Form in hand every day a driver change would cause delays and confusion.

Q. Why do I need to be at the bus stop 5-10 minutes before the scheduled departure?

A. It's a safety issue. Most of our bus stops are in public parking areas with significant car traffic. We cannot have cars arriving and departing while the children are loading or unloading. Parents that are running late and rushing to catch the bus is not conducive to a safe bus stop environment. By arriving with ample time to park before the bus arrives, you will eliminate this potential problem.

Q. Why must I wait for the bus to shut its doors before I leave the bus stop?

A. Again, this is a safety issue (see answer above). A 60-second or so delay is a small inconvenience to suffer to ensure our children's safety.

Q. What happens if I am late for morning pick up?

A. If the bus has already come and gone you should proceed to the school for drop off. You do not need to notify the school. If you arrive after 7:50 a.m. you will need to sign your child in at the office.

Q. What happens if I am late for afternoon pick up?

A. If an authorized adult (they must be listed on your Authorization Form) is not present before the bus departs, your child will be brought back to the school after the Driver finishes the route. You should contact the front office that you are on the way. Students that are returned to the school without an authorized party to pick them up will be required to report to the After School program. Daily drop in rates for After School will apply.

Q. What if I need to pick up my child at school instead of the bus stop?

A. You should send in a note to the teacher to let them know. Be very specific by putting the child's name, your phone #, teacher's name, the bus route (A, B, or C), stop location and the exact days that your child should NOT ride the bus. All this detail will help us communicate this change to the office and the bus staff. If this change occurs later in the day you should contact BOTH the teacher and the front office as early as possible but no later than 2:00 p.m. with all of the details.

Q. What if my child need to ride a different bus than normally scheduled?

A. If the student is not authorized to ride that bus you CANNOT make that change. If the student is already approved for that bus you should send a note to the teacher. Be very specific putting the child's name, your phone #, teacher's name, the bus route (A, B, or C), stop location and the exact days that your child should ride a different bus. If this change occurs later in the day you should contact BOTH the teacher and the front office as early as possible but no later than 2:00 p.m. with all of the details.

Q. Can my child get off the bus at a different stop on his/her normal route?

A. YES, however, the rules still apply about having an authorized adult greet the student. The school does not need to be notified however, we recommend that you send a note to the teacher for younger children to help facilitate the change.

Q. How do I make a long term change to my child's schedule and/or stops?

A. These requests should be made by providing an updated authorization form or written detail request to the front office. These types of changes are subject to approval (due to limited bus capacity and logistics issues) and could take over a week to complete. This allows us time to record and communicate the changes to all staff. You will be notified when the change is ready to be implemented. We recommend requesting this type of change two weeks in advance if possible.

Q. How do I add a pick up person to my "Authorized" list?

A. Send the request into the office. We will need this request in writing, (from a custodial parent/guardian) and we need a minimum of 48 hours before that person can be added and permitted to pick up the child.

Q. Someone is bullying my child, what do I do?

A. Please report this to the driver, the front office and the Bus Administrator IMMEDIATELY. We will quickly address this matter with the utmost seriousness, as bullying is not tolerated at Brevard Academy.

Parent signature:

Name: _____

Date: _____