

BA-CFA Bus Service PM Drop Off Policy and Procedures

PM Drop off process:

1. Parents arrive at stop and park in the designated area 5-10 minutes before scheduled departure time.
2. As the bus approaches the stop the Driver engages the amber flashers.
3. Driver stops at designated spot and open the doors, engaging stop arm and red flashers.
4. Parents line up at the bus door in an orderly fashion.
5. Driver moves to the door or just outside of the bus by the door.
6. ALL children must remained seated until their name is called by the Driver.
7. Parent comes to the door of the bus with the Placard clearly displayed, shows Placard to driver then turns it over to present the Authorization Form.
8. Driver locates the parent name on the form (please highlight your name on the form) and positively verifies the parent's ID with his/her driver's license.
 - a) The Driver MUST ALWAYS VERIFY the parent is on the form.
 - b) When the Driver gets to know the parents, he/she does not need to require the driver's license be presented.
 - c) Parents must always have and present the Placard and Authorization Form regardless of how familiar they are with the Driver and have their license quickly accessible.
9. Driver calls out the child's name, locates child on the driver log.
10. Child comes to the front of the bus with ID tag held up so that the Driver can see it.
11. Driver checks off child on log as child exits the bus.
12. Repeat from Step 4 until all children have unloaded.
13. When all children have unloaded, the driver can proceed to the next stop but may not leave before the scheduled departure time.
14. Parents should wait for the bus doors to close and flashers are off before driving away from the bus stop.

If a parent is not present to pick up child:

The child is to REMAIN on the bus and be returned to the school. A parent may pick up the child at a later stop if they arrive at that stop on time. Students will be returned to the school if an authorized party is not present at the designated bus stop and will be required to report to the After School program. Daily drop in rates for After School will apply.

If parent is present to pick up the child but does not have the Placard and the Authorization Form:

The child should return to the front seat of the bus and the parent asked to step aside until all the other children have disembarked. The driver can then locate the Driver Copy of the Authorization Form and check it against the parent's driver's license. This should be noted on the log and reported to the Bus Admin. We will not permit this to happen repeatedly for any child as it causes significant delays.

It is the Driver's responsibility to make sure the students and parents ALWAYS follow this process. The Drivers are given NO discretion to bend these rules and the parent is free to discuss any issue with the bus administrator or the school director. Non-compliant students and/or parents will result in the loss of bus service.

Parent signature:

Name: _____

Date: _____

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