

Brevard Academy instituted bus service to meet the growing needs of our families. We have made adjustments to the program while striving to provide the best service possible. We are very pleased with the level of participation and the patience and understanding of all parties that share a stake in the success of the program. We have already experienced the benefit of reduced car lines at the school for pick up and drop off. We have considered input from parents, teachers, drivers, the administration, our affiliated after school programs, our entire staff and the participating businesses that have been kind enough to allow us use of their facilities (please remember to patronize the businesses that have helped us with bus stops and thank them for their participation.) The primary goal of the bus system is to safely and securely transport our students. Below are some of the key elements to achieve that goal:

1. **Parental pick up Authorization and Identification.** Brevard Academy will never release a student to the care of anyone that is not approved and properly documented. 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.
2. **Traffic Management and Scheduled Times:** We must insist that parents arrive 5-10 minutes BEFORE the scheduled departure time. The bus stops are in public parking areas with significant car traffic at times. In order to create a safe bus stop environment, we cannot have parents arriving while the students are loading or unloading. Also, please wait for the bus doors to close before departing the stop.
3. **Students must remain in the car while waiting for the bus.** Students may exit the car and approach the bus when the red lights are flashing and the bus doors have opened. Please have students *prepare to exit* the car as the bus approaches.
4. **Parents must put their student in their car immediately after they exit the bus.** The bus cannot safely depart the location while children remain in the drop off area.
5. **Placards and Authorization Forms.** We have provided all parents with a color coded placard with the student's name, copy of the authorization form, countersigned by an Administrator, and a clear plastic sleeve. They should be put in the sleeve with one side showing the placard and the other showing the Authorization Form. (If you put a thin piece of cardboard between the two it makes it much easier to handle and store.) Parents must have these documents along with an ID and must bring them to the bus door to receive their student. (*Please highlight your name on your copy of the authorization form to speed up our verification process*). We can provide you with extra copies if needed so that all parties on your Authorization Form will have one. In the rare instance when you have someone on your list picking up your child that does not have a copy of the form, the driver will have a copy to reference.
6. **Approved Route:** Children may only ride on a bus that they have received prior approval to ride.
7. **Student Riding Schedules:** All students have an ID tag that contains the standard days, routes and stops they take for the PM routes for the week. **We will adhere to this schedule unless the teacher is notified in writing the morning of the change (or sooner).** We recommend as much lead time as possible as late notice makes errors extremely likely in the busy afternoon dismissal process. Note: Brevard Academy does not require notification of exceptions to the AM participation schedule.
8. **Exceptional Changes to Schedule:** We can only accept the following short notice changes:
 - a) Student will **not ride the bus** on a scheduled day (parent wishes to pick them up at the school or they will be participating in an after school activity).
 - b) Student will **ride on a different bus** (they must have prior approval for that bus).
 - c) Student will ride on an **approved Bus Route on a day not normally scheduled.**
9. **Adding a person to the pickup list.** Brevard Academy requires that we receive a new, updated and signed Authorization Form 48 hours prior to that person picking up the student.

Parent Signature: _____

Date: _____