

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial.

## TRANSPORTATION POLICY FOR RETURNING STUDENTS TO SCHOOL

The highest priority of the CMCSS Transportation Department/Dispatch is student safety and wellbeing. In some situations, the Transportation Dispatch Supervisor must decide if a student should be returned to school. This decision is made with the express purpose of not leaving a child to harm.

If a bus driver has a concern about dropping a student off at a bus stop, the driver will notify Base One and keep the student on the bus until dispatch/Base One provides guidance. Situations resulting in discretionary decisions may include, but are not limited to, the following situations:

- A parent who is regularly at a bus stop is not there.
- The student looks confused or does not know where he/she lives.
- There is a safety issue in the area, e.g., house fire, shooting, police looking for someone.
- A student wants to get off the bus with someone else without a note from the parent/guardian.
- A stranger is at the bus stop to pick the student up and the child is not familiar with the person.
- Students cannot get into the place of residence.
- The student embarked the wrong bus at school.
- A new student embarked the bus at school with no address or stop location.
- Student refuses to get off at assigned bus stop.

This list is not all-inclusive. A CMCSS Student Transportation Dispatcher may use his/her discretion to deem other reasons as emergencies in order to provide safe and efficient transportation service to all students.

CMCSS trusts that Parents and Guardians are responsible for the safety and supervision of their children from the time they leave home to board the bus in the morning, to the point when they reach their home after disembarking. Parents should talk to their children about what to do and where to go when they get on and off the school bus. If a parent is not home, parents should ensure that children know or have access to parent and emergency contact information (parent phone numbers, addresses, and emergency contact phone numbers.) In case of an emergency, parents must work closely with school officials to ensure their individual child's Transportation needs are met.

Parents and guardians must ensure that they accompany their children or arrange for another responsible adult or older student to accompany their children to and from the bus stop, should they deem their children too young or otherwise not capable of safely walking to and from their assigned bus stop.

If a parent wishes to establish a routine for drop-off or pick-up it should be communicated to the driver. If the driver observes a routine, the driver should assume that is the wish of the parent.



Department: Operations  
Policy Number: TRN-A026  
Effective Date: 1/25/21

**Revision History:**

<u>Date:</u>	<u>Revision:</u>	<u>Revision Description:</u>
1/25/21	IR	Initial Release

**\*\*\* End of Policy \*\*\***