

Driver: _____ Bus Cell Phone: _____

Bus stop location: _____

Pick up time: _____ Drop off time: _____

REMINDER: EPIC HEAD START/PRE K BUS RULES

1. You and your child must be at the bus stop **10 minutes** before and 10 minutes after the bus is scheduled to arrive. THE DRIVER/AIDE WILL NOT CALL OR GO TO THE DOOR. THE DRIVER WILL NOT WAIT PAST THE SCHEDULED PICK-UP TIME.
2. The parent/guardian must be at the bus stop **10 minutes** before scheduled drop off time. Only those listed on the child's emergency form may get the child off the bus and must show driver a picture I.D. No one under the age of 18 may get a child off the bus. If no one is at the bus stop, the bus aide will try to call you. If they cannot reach you, then your child will be returned to the Center.
3. It is the parent's responsibility to take the child to school if he/she misses the bus. If your child is not going to ride the bus, please call the bus cell phone number to notify the driver **every day** that your child is not going to ride the bus.
4. Parent/guardian **must come to the bus door** to put the child on and receive the child off the bus. If you must cross the street, please cross in front of the bus and wait for driver's signal that it is safe to cross.
5. Keep sick children home. The bus driver may determine if a child is ill and refuse to allow the child to board.
6. Parents must inform the manager or family advocate of changes about emergency release information including phone numbers, person(s) authorized to pick up child, health matters, etc.
7. No food, drinks or toys are allowed on the bus, unless requested by the teacher. **No glass items will be allowed.**
8. No smoking at the bus door.
9. If a child is bringing medication on the bus, please give the medication to the bus driver so that it can be stored in a safe place.
10. If your child does not ride the bus as scheduled for a period of 2 weeks, he/she may be removed from the bus run.

Loading/Unloading Policy

The past 10 years have provided early childhood transportation with many challenges. One example is the increase in physical aggression or refusal to board or get off the bus at the time of arrival and/or dismissal of school. This poses significant safety concerns for the children and for staff. Beginning 2019-2020 school year, **no staff member (full-time, part-time) is to carry a child off or on the bus.**

* If a child is refusing to get on the bus, dropping to the ground, staff are to verbally encourage/support the child in getting up and on the bus. If the child does not respond to this one prompt, the child will be escorted into the classroom and the parent will be called to come and pick-up.

* If the child is refusing to get on the bus from home, the parent will need to transport the child to school. The bus is unable to wait due to schedule and delay of traffic flow.

* If a child refuses to get off the bus at school, staff on-site can be enlisted to encourage the child to join his/her friends. If the child continues to refuse, two staff (on either side) can assist child off the bus.

Parent/Guardian Signature

Date