

FSUSD TRANSPORTATION DEPARTMENT RULES & POLICIES FOR SPECIAL EDUCATION & KINDERGARTEN STUDENTS

After School Student Drop Off Policy

- All Special Ed students must be met by an adult (at least 18 years of age and previously added to the student's emergency card/BSR) at the drop off bus stop unless the school site has forwarded a Bus Service Request (BSR) form indicating self-release.
- All other students, 1st – 12th grades, are self release except for kindergarten students. Kindergarten students must be met by an adult (at least 18 years of age and previously added to the student's emergency card/BSR).
- Self release students are expected to know their way home.
- If the student must be met by an adult (at least 18 years of age and previously added to the student's emergency card/BSR) and the designated person is not at the bus stop to meet the bus, the student will be returned to school. No exceptions!

Must be Met Policy For Special Education (SPED) And Kindergarten Students

When SPED and kindergarten students are not met at the bus stop, the following process will be followed for returning students to sites.

1. Transportation Office Staff:

- Driver informs dispatch no adult (at least 18 years of age and previously added to the student's emergency card/BSR) is present to receive student.
- Dispatch will notify site that student is being returned and give an estimated time of arrival (eta).
- Dispatch will notify driver the school site has been notified and to return student back to the site.

2. Specific Site (FSUSD/SCOE) Protocol

FSUSD Students:

- Procedure for returning the student to school: If the parent/guardian does not meet the bus, transportation will contact the site (home school). The secretary or principal will be there to meet the bus and receive the student. The student should be held in the office while staff attempts to locate the parent/guardian.
- Students not picked up from school by the close of business: site should contact the local police department.
- Bus returning student to school after close of business: the principal should still receive the student and attempt to contact the parent/guardian. If contact is unsuccessful, the principal should contact the local police department.

SCOE Students (SCOE Students (Kim Kopp, Senior Director):

- Pre-School, Elementary and Middle School: return to TC Mc Daniel. Contacts: Susan Bingan, Secretary or Pamela Brinkerhoff, Program Administrator.
- High School - Plus: return to Golden Hills. Contacts: Marijean Felardo, Secretary or Deana Vanderhoof, Program Administrator.