**BUS INFORMATION**

**Parent/Guardian Bus Responsibilities**

Dear Parent/Guardian:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(site name) Head Start and/or GSRP offers transportation to your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name)through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (transportation type) so that s/he can attend the program on a regular basis. Please read the following information carefully so that you can help us maintain a transportation system that operates well.

1. Bus Driver Name and/or Bus Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Center Telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Pick Up Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Drop Off Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**These times may vary depending on many factors.** However, if your driver is consistently very late or very early, please let your teacher know.

Changes in pick up and drop off locations must be discussed and arranged with the child’s teacher. **Bus Drivers are not authorized to make these changes.** If your child will not be attending, it is your responsibility to let the center know either the day before or at least **one hour** before the route begins. Let us know as soon as possible if you will be moving.

At pick up, walk your child to the bus. If the driver does not see anyone, s/he will continue on the route. Situations when an adult cannot walk a child to the bus (due to young children in care or other issues) need to be discussed with your child’s teacher. If you are consistently not at home at pick up and/or drop off or if you fail to notify the program that your child will not be attending, **TRANSPORTATION FOR YOUR CHILD MAY BE TERMINATED.**

At drop off, walk to the bus to pick up your child. If the driver does not see anyone s/he will bring your child back to the center. **It will be your responsibility to pick up your child. If you cannot be reached, your designated emergency contact will be called.** It is important to keep phone numbers of your contacts updated on the Child Information Record on file at the Center. If the center is unable to contact an approved person to pick up your child, the **Parent Pick Up Policy** will then be followed.

**In Case of an accident or emergency,** you will be contacted as soon as possible. You will be given directions as to what to do and how to reunite with your child.

It will be helpful for the safety of your child to discuss the importance of using quiet voices and remaining seated with the seat belt buckled on the bus at all times when available.

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidance:** Teacher reviews and gives to parents at Orientation

Distribution: Original: Parent Copy: Childs File L #8

References: Licensing R400.8149 HSPS 1303.73

5/23 EHS HS Team \ADMIN\Procedure Manual\Transportation\Bus Information