



## **Procedures for Transporting Children**

### Pre-K and Kindergarten Students:

- Children will sit in the first three rows of the bus.
- Children will sit with age appropriate peers.
- Someone, other than the bus driver, will be available to assist the child on and off the bus.
- If a parent/guardian is unable to meet the bus, there shall be a person designated by the parent/guardian to assist the child off the bus. A responsible person (15 years of age) designated by the parent.
- Bus drivers must inspect the bus at all final drop off points to assure that no children are left on the bus and these inspections must be charted. A log of daily inspections shall be maintained on file with the principal/supervisor.
- Students who are being dropped off at Day Care Center must be met by responsible adult representing the Day Care Center. If an adult representative does not meet the bus, the student is to be transported to the Randolph County Board of Education at 40 Eleventh Street or the school of origination.
- Parent/guardian must contact school if the child is going to be absent. Within one hour of the beginning of the day, the Pre-K staff must contact the family of a child who is not at school if they have not heard from the parent/guardian.

If the parent or designee is not at the drop off site, the bus driver will contact the school and return the child to the school. If a staff member is not at school, the driver will contact the transportation department at the Randolph County Board of Education who will contact the family. If the family cannot be reached, the child will be brought to the Randolph County Board of Education to wait for family pick up.

### First Through Third:

- Students must be met by a parent, guardian, or accompanied by an older sibling (4<sup>th</sup> grade or older) at the point of departure at the end of the school day.
- Students who are being dropped off at a Day Care Center must be met by a responsible adult representing the Child Care Center. If an adult representative does not meet the bus, the students are to be transported to the Randolph County Board of Education Office at 40 Eleventh Street or the school of origination.

### Four Through Twelve:

- Students are to be dropped at their regular bus stop and proceed directly to their home.