

## PART DAY BUS TRANSPORTATION POLICY

The goal of the Umatilla Morrow Head Start Transportation System is to transport as many children as possible in a safe and efficient manner, and to ensure that the time children spend on the bus is as short as possible. Umatilla Morrow County Head Start will strive to ensure all bus routes are under one hour.

1. Transportation routes/bus stops are determined at the beginning of each program year based on established routes, safety, parent needs and classroom enrollment.
2. Parents will notify the center no later than 6:30 am for morning class, 9 am for mid-day class, and 10:30 am for afternoon class if their child will not be attending or in need of bus services. Messages can be left at your center at any time, day or night. If a student fails to ride the bus for one consecutive week and no contact has been made with the center, transportation services will be suspended until contact is made.
3. Your PICK UP TIME is the time the bus is scheduled to LEAVE your stop. Please have your child at your designated bus stop a minimum of 10 minutes before this time. If you are not present with your child at the pick up time the bus will continue with the route and it will then be the parent or guardian's responsibility to transport the child to school.
4. Your DROP OFF TIME is the time the bus is scheduled to ARRIVE at your stop. Routes vary depending on which students are transported home. We cannot guarantee an exact time your child will arrive at their drop off bus stop. Parent's / providers need to be available at the designated bus stop to receive their child 10 minutes before the scheduled drop off time and until the bus arrives. If it becomes apparent that the bus is going to be at the stop more than 10 minutes early or late, the bus monitor will notify the center staff. If you are not present at the drop off location when the bus arrives, your child will be taken back to the center and it will then be the parent or guardian's responsibility to pick up the child from school.
5. For the safety of the children the bus driver or monitor MUST physically see the parent or authorized adult in order to both pick up and release the child. We do not permit children to leave the bus until we see a person listed on the emergency contact form, who must be at least 12 years of age.
6. Children will be picked up and delivered to their regular bus stop. If, due to an emergency, a child needs to be picked up or dropped off at a different location this will only be done with written permission from the parent or guardian before the affected pick-up and drop off routes. *Please do not ask to change stop locations unless it is an emergency or a permanent change.*
7. Buses are equipped with cell phones which are to be used for necessary communication with the center or in emergency situations. Parents/providers should not call the bus cell phone, but should always contact the center with concerns.
8. Families that live within a 4 block radius of the school will not be transported. Children should arrive no earlier than ten minutes before class and be picked up promptly at the end of class. Children must be accompanied into the center by a parent or guardian. Children must be delivered directly to a classroom staff person. Upon arrival the parent will sign their child in on the Self Transport form. Upon departure parents will sign their child out on the same form. This procedure will help ensure that safety of your child.
9. In some instances, classrooms are deemed No Transport Classrooms. For No Transport Classrooms, transportation services to and from class are not provided by the agency.