

CLASS Business Unit:	Student Transportation
Operating Procedure:	JK & SK Drop-offs
Reference:	STS-PRO-002-2007
Adopted:	September 4, 2007
Revised:	May 18, 2024

1.0 Scope

This operating procedure deals with ensuring JK and SK students are met at their bus stop by a responsible attendant after school and what is to occur in the exceptional situations when they are not present.

2.0 Responsibility

It is the responsibility of the parent/guardian to ensure that JK/SK students are met at the bus stop by themselves or a designated responsible attendant. It is critical that they assist the bus drivers in identifying who is acceptable to receive the student.

It is the responsibility of the parent/guardian to ensure that their JK/SK student is wearing a CLASS "MUST BE MET" backpack tag in a visible location.

It is the responsibility of the bus driver to make all reasonable efforts to identify the JK/SK students on the bus and ensure they are met by a custodial guardian (or designated responsible attendant) at their stop before releasing them from the bus.

It is the responsibility of the bus driver to follow the operating procedure below in the situations where the JK/SK students are not met by a parent/guardian/designate.

CLASS, school bus operators and school administration are jointly responsible to support the operating procedure with awareness and compliance initiatives.

3.0 Procedure

During the Bus Run

In the event a JK/SK student does not have a custodial guardian/designated responsible attendant present at the bus stop drop-off, the following will occur:

1. Bus drivers will exercise caution and good judgment at the drop-off location and look for the custodial guardian/designated responsible attendant before allowing the JK/SK student off the bus.
2. If the custodial guardian/designated responsible attendant is **not** present to meet the JK/SK student, the bus driver will notify their dispatch of the situation and wait a reasonable amount of time before continuing on the run with the student on the bus.
3. The bus operator dispatch will then contact the custodial guardian(s) of the student to advise them of the situation and attempt to establish a connection plan.
4. If the bus operator dispatch is unable to contact a custodial guardian for the JK/SK student, they will contact the school Principal/designate to advise of the situation and seek assistance in contacting the custodial guardian to establish a connection plan.
5. If a connection with the custodial guardian(s)/designated responsible person cannot be made before the end of the bus run, the bus driver will bring the student back to the home school following the completion of the bus run to be received by the school Principal or designate.
6. If the bus operator is unable to reach the school Principal/designate phone, they will contact CLASS and request further direction.
7. After every occurrence of returning a JK/SK student to school because of the absence of a designated attendee, the bus operator will notify CLASS and School Administration via the operator portal student discipline/absent parent reporting tool.
8. If the custodial guardian repeatedly fails to ensure their JK/SK is met at the bus stop by a responsible attendant, transportation privileges may be suspended, or fully withdrawn from the student as a final resort.

4.0 Definitions

Term	Definition
Responsible Attendant	<p>Another adult/student appointed by the student parent/guardian that will ensure that the JK/SK student is met at that bus daily.</p> <p>Parents/Guardians can, using their judgement to assess capability, designate a sibling of the JK/SK student as the responsible attendant, provided they are at least 10 years of age.</p> <p>Parents/Guardians can, using their judgement to assess capability, designate another student as the responsible attendant for their JK/SK student, provided they are at least 12 years of age.</p>