

### **Procedures for Kindergarten Students:**

The Tredyffrin Easttown School District provides transportation for kindergarten students one-way only. The transportation of kindergarten students is a responsibility shared jointly with parents.

In the interest of safety, kindergarten children may be given preferential seating at the front of the school bus. **Bus drivers are instructed not to release kindergarten students from the bus unless there is someone at the stop to receive them.** Parents have been instructed to have an adult or older sibling meet the kindergarten student at the bus stop at the end of the school day.

The following procedures are used when a bus driver is unable to allow a kindergarten student(s) to depart the bus because someone is not there to receive them.

- The driver will notify the Transportation Department of the bus number, stop location, child's name, and school.
- The driver will maintain radio contact with the Transportation Department.
- The Transportation Department will attempt to notify the parent / guardian.
- If no parent or guardian is reached, the Transportation Department will leave a message and provide the Department's phone number (610-240-1680).
- The driver will continue on the bus run, if he or she has not completed bus run.
- The child's school will be notified of the possibility that the student may be returned to the school.
- The driver will make one more sweep past the bus stop after the bus run is completed to ascertain whether a parent or older sibling has arrived.
- The student will not be transported to their home school until a parent contacts either the school or the Transportation Department. A staff member will stay with the child until a parent arrives.
- If no one is available at the school, the student will be transported to the *TIE* Transportation Department at 940 West Valley Road, Suite 1700, Wayne, PA 19087 until a parent / guardian can be reached.
- A Transportation staff member will stay with the child until a parent arrives.

If you have any questions or concerns, please contact the Transportation Department at (610) 240-1680.