



PRSD is not responsible for locating parents/guardians nor is PRSD responsible for confirming the parent/guardian is home.

It is the responsibility of the parent/guardian to be present for the end of day school bus drop off at the student home.

PRSD schools do not have employees in the building after school hours to accept children who could not be dropped off due to parent/guardian absence.

PRSD bus drivers abide by the bus route schedule and will drop off students at their scheduled drop off time. In the event a bus driver is at the drop off location early, the bus driver will stay in place until the slated drop off time.

### **Parent/Guardian Absence Protocol**

First incident: Phone Call and Letter from Transportation Department

- In the event that no parent/guardian is home at the time of drop off the bus driver will contact the Division Office who will be vigilant in contacting the parent/guardian for students under the age of 12. A phone call and letter will follow from the transportation department. Principal will be notified about the incident.

Second incident: Letter from Transportation Supervisor

- The Transportation Supervisor and school principal will schedule a meeting with the parent/guardian to discuss and correct student drop off to ensure PRSD procedure is being adhered to. A letter from the Transportation Supervisor will follow.

Third incident: Suspension of Transportation Services

- The transportation department will review the incidents with the Superintendent/CEO or designate which could lead to recommendations to suspend bussing privileges. The suspension process will be progressive in nature and will carry out as follows:
  1. Initial suspension of transportation will not exceed 1 week
  2. If the problem continues, second suspension of transportation will not exceed 2 weeks
  3. If the problem continues, third and subsequent suspension of transportation for up to the remainder of the school year