



WJCC SCHOOLS PROCEDURES FOR TRANSPORTING KINDERGARTEN STUDENTS

A. Card System

Each Kindergarten student will be issued a book bag tag with the bus run number, student's name, school they attend, bus stop and teacher's name, produced by WJCC Public Schools. Each parent will be issued three matching cards. In addition, a copy of the card will be kept at the school. The purpose of the card system is to verify the authenticity of the individual picking up the student. It will be the responsibility of each parent to ensure the person present to pick up the student has one of the matching ID cards in their possession and presents it to the bus driver for the release of their Kindergarten student. Each Kindergarten student will be issued a book bag tag to hold their card and will be required to have the tag displayed on the outside upper left strap of the child's book bag while being transported.

B. Parent Responsibilities

1. Receive the student's book bag tag (with proper identification) and the three-matching parent/designee ID cards upon school enrollment, during open house or through alternate means.
2. Ensure their Kindergarten student has the required book bag tag and that it is attached to the outside upper left strap of the child's book bag while being transported.
3. The parent/designee must be present at the bus stop and must show the bus driver an ID card that mirrors the student's book bag tag in order to pick up the student **every afternoon**.
4. If the person picking up the student does not present an ID card that matches the student's book bag tag, the driver **MUST** call back to dispatch to verify if the person picking up the child is authorized and in our data base. This can be a time-consuming and lengthy process inhibiting the timely delivery of all students. If the person attempting to pick up the child can NOT be confirmed in our database, the child will be returned to school. This is regardless of if the driver knows the parent/designee who is present at the bus stop.
5. The parent is solely responsible for the security of the ID cards once issued. The school division is not responsible for ID's that are lost or stolen. Replacements may be obtained at the school. To ensure that cards are not used by unauthorized people, parents should take affirmative measures to secure the ID cards.
6. Parents/designees must **NOT** board the school bus at the bus stop. Boarding the bus without the driver's permission constitutes trespassing that may carry with it administrative or criminal penalties. Parents/designees should assist the driver with an orderly dismissal from the bus by cooperating with the driver and allowing him/her to identify the parent/designee and match them up with the correct Kindergarten student(s).

7. If the students are to be dropped off at a daycare center, it is the responsibility of the daycare center representative to present the matching ID card when picking up students. The parent is responsible for issuing the matching ID card to the daycare center representative.
8. Kindergartners may be released to older siblings who **MUST** also be in possession of a matching ID card whether they are at the bus stop or ride the same bus.

C. Driver Responsibilities

1. The bus driver will identify the Kindergarten students and verify the person picking up each of these students is authorized by that person's possession of an ID card.
2. The ID cards must match the student information on the book bag tag.
3. If the person picking up the student does not present an ID card that matches the student's book bag tag, the driver **MUST** call back to dispatch to verify if the person picking up the child is authorized and in our data base. If the person attempting to pick up the child can **NOT** be confirmed in our data base, the child **WILL** be returned to school. This is regardless of if the driver knows the parent/designee who is present at the bus stop.
4. Drivers will ensure that all Kindergarten students are assigned seats in the front of the bus to better identify and control the boarding and departure of these students.
5. When delivering Kindergarten students to day care centers, the students may not be released unless the daycare center representative presents an ID card that matches the student's book bag tag.
6. It is the driver's responsibility to redirect unauthorized people from boarding the bus. Generally, the only authorized boarders are Transportation Supervisors, School Administrators, School Security Officials, Police, and parents of students with disabilities as appropriate. If anyone else attempts to board the bus without the driver's permission, the driver must clearly inform them that they are trespassing and that they must immediately exit the bus. Anything less might constitute consent.

D. School Responsibilities

1. School Administrators will ensure that all Kindergarten families are issued the required number of cards along with a copy of this procedure which must be signed upon enrolling their student in school, during open house or other alternate means.
2. School Administrators will contact parents of Kindergarten students who arrive at school without their book bag tags. Parents will be reminded that students **must** have their book bag tags attached on the outside, upper left strap of the child’s book bag prior to boarding the school bus in the morning and afternoon.
3. School Administrators will not allow students without book bag tags to board the bus in the afternoon.

I, _____ (print parent or guardian name)

Parent or Guardian of _____ (print student name)

Have read this procedure in its entirety and understand that if the proper ID card is not presented at the bus stop in the afternoon, or the identity of person attempting to pick up my child can’t be confirmed in the data base, my child will be returned to the school.

Date signed _____

_____ (parent or guardian signature)