

**LEE COUNTY SCHOOLS
DEPARTMENT OF TRANSPORTATION
Bus Transportation Guidelines**

If your child has transportation provided by Lee County Schools (LCS) to and from school from your residence or predetermined approved location (by school administration), the following rules and procedures shall apply:

- 1) Your child will be transported to and from your residence or preapproved location to the school in the district in which you reside each school day. **(Grades PreK-12)**
- 2) Students who attend school out of district at the parent's request do not qualify for transportation. **(Grades PreK-12)**
- 3) You or a responsible adult shall be available at the bus stop to receive your child at the end of the school day from the school bus if your child requires assistance. **(Grades PreK-2 only)**
- 4) If you or the approved responsible adult is not at the bus stop to receive your child, the bus driver will continue his/her route and may attempt a second delivery at/near the end of his/her route. **(Grades PreK-2 only)**
- 5) If when this second attempt to deliver your child no one is available to receive your child, the driver will transport your child back to school. **(Grades PreK-2 only)**
- 6) On the second occasion that this situation occurs, the principal will schedule a mandatory conference with the parent(s). **(Grades PreK-2 only)**
- 7) On the third occasion that this situation occurs, the LCS will notify Lee County Department of Social Services (LCDSS) and immediately schedule a meeting involving LCS, LCDSS and you to address this concern. **(Grades PreK-2 only)**
- 8) If an emergency situation occurs in your home beyond your control and it becomes necessary for your child to be discharged at a location other than one previously approved, **a written request must be provided to the child's principal in advance**. The request must contain the following information to be considered: **(Grades PreK-12)**
 - a) Address of temporary discharge/pickup location
 - b) Name of responsible adult receiving your child
 - c) Telephone number of temporary address
 - d) Your telephone number during the emergency
 - e) The length of time the request is to be honored
- 9) Bus drivers (and administrators) have the authority to return students to the school in the event of safety or disciplinary circumstances. The parent or legal guardian is then responsible for picking up their student(s).

I, _____, am the parent/legal guardian of _____ Grade____, a child receiving transportation services from Lee County Schools. I have read and understand the procedures that apply to transportation services and I consent and agree to abide by them. I have been given a copy of these procedures. I understand that my student(s) could lose this privilege to ride the Lee County School bus(es) if these guidelines are not followed.

(Grades K-2 only)

Please indicate if your child will have assistance at the bus stop:

_____ **Yes**, my child, _____, will have an adult waiting at the bus stop.

_____ **No**, my child, _____, does not require an adult to be at the bus stop.

(Pre-K students must have parent(s) (or legal guardians) at the bus stop.

Parent Signature

Relationship

Date