



Transportation Policy Agreement

Names of child(ren): _____ Classroom: _____

By signing my initials next to each statement, I am confirming that I understand the statement.

I understand that:

_____ An authorized adult or age-eligible sibling must be ready to place my child on the bus and receive my child off the bus at the scheduled pick up and drop off times. A signature must be provided every time my child is placed on or received off the bus.

_____ I will be waiting for the bus **FIVE MINUTES** before or **FIVE MINUTES** after the designated pick-up/drop-off time. The driver will wait for no longer than **TWO MINUTES**, but only if the bus is running on time. If the bus is running more than five minutes late, we will call you.

_____ If the bus is running late for the pick-up route, I will be allowed **ONE MINUTE** past the time the bus arrives to place my child on the bus. If my child is not on the bus at this time, the driver will continue on with the route. The bus will not turn around or go back. It will be my responsibility to bring my child to school that day.

_____ I will be allowed **TWO MINUTES** past the time the bus arrives to receive my child off the bus. If my child is not received off the bus by this time, the driver will continue on with the route and bring my child to the alternate drop-off listed on the emergency card OR back to the Head Start site that my child attends. It will be my responsibility to pick up my child.

_____ If my child(ren) does not need to be picked up by the bus, I will contact the receptionist (608-275-6740) by **7:30 AM (for morning classes)** or by **11:15 AM (for afternoon classes)** so that the driver can be notified not to pick up my child(ren).

_____ My child will be released only to those persons listed on the Emergency Contact/Child Release Authorization form. Each person (including myself) must show photo identification (ID) the first few times, or until the staff can recognize the person as an authorized adult. Anyone who the staff does not recognize will have to show photo ID before the child will be released to them even if they are listed on the emergency form.

_____ My Child and I will follow the safety and behavior guidelines which include but are not limited to:

- No eating or drinking on the bus
- Children must stay seated and buckled while the bus is in motion
- Child friendly language at all times (no cursing)
- Children should not hit or push others

_____ Failure to follow these guidelines could result in suspension or termination of transportation services. The Family Outreach Worker will work with you to find other transportation.

Print name

Signature

Date