

Driver Action Plan for Unattended Children

What to do when a child tells you an adult is not present and they do not want to get off the bus at their stop

1

Follow the DOE guidelines: continue the route; contact your dispatcher; return to the stop after the route is complete and await instructions

2

If school has instructed your company to return unattended children to the school, notify your dispatcher and bring the student to the school after completing the route

DRIVERS SHOULD ALWAYS BE AWARE OF AND FOCUS ON THE SAFETY OF THEIR PASSENGERS

Enhanced procedures schools may adopt for K-2 students

1. Schools will provide you with a list of all K-2 students and their stops
2. Schools may create badges for K-2 students and seat them in the front of the bus
3. Drivers will mark the sheet daily when students leave the bus

If there is no adult at the stop follow the guidelines at **1**: Keep the student on the bus; continue the route; contact your dispatcher; return to the stop and await instructions

Your Role:

Communicate with schools to support this new process

Meet with school teams at least twice each school year to focus on the safety of your youngest passengers

Be comfortable and flexible discussing safety issues with parents and families



Replacement Drivers: Be aware of these processes and follow these guidelines whenever you are driving a different route