

TO THE PARENTS/GUARDIANS OF BUS STUDENTS:

The transportation of students to and from school is a very big responsibility for a number of people in our school system. Wyoming Valley West transports hundreds of students every day. This letter is to make parents aware of certain rules that will get everyone home safely.

1. Parents, **do not switch bus stops!** Please put your child on the bus at the stop they are assigned.
2. Please do not call the school close to dismissal and ask for a bus change. This can make the route difficult for drivers and school officials to keep track of students. PLEASE do not have someone other than a parent /guardian call to change a bus for dismissal that day. **IT WILL NOT BE DONE.** For the safety of the student, we cannot allow anyone else to make a change but the parent or guardian. Parents need to have a sitter or relative go to the normal bus stop if there is a change for the afternoon.
3. Please speak to your kindergarten and first grade children to **stay on the bus if you are not at their stop.** Drivers need to watch the road and the fifty plus students that are on a bus. Kindergarten and first grade parents need to have an adult at the stop. If not, kindergarten and first grade students will be returned to the school.

4. Make every effort to be at the bus stop on time. If a student needs to be returned to the school, the parent will try to be contacted. Once a child is returned to the school, it is the parents' responsibility to provide transportation home. **A bus will not bring your child home!**
5. If a parent cannot be reached once a child is returned, the local police will be notified.
6. Please do not have multiple bus stops for multiple days. **Limit the number of buses your child rides.** This eliminates the confusion for what bus on what day.
7. Make sure your contact phone numbers are up to date!
8. **Know the area.** If a stop is picked for a student and a parent realizes there is a closer stop to their house, it can be changed. However, a stop will not be changed "just because." The stop must be changed with the school or transportation, not with the bus driver.

9. The bus drivers return only kindergarten and first grade students as a courtesy. An excessive amount of returns for a single student may result in a student's transportation being cancelled.

*If your student does not get off the bus in the afternoon at the bus stop, please remain at the stop and call your child's school as soon as possible or Transportation at 570-288-6551 ext. 10801. If a parent or guardian is not seen at the stop, the driver will continue their route and may return at the end. **Only kindergarten and first grade students** are returned to the school if there is not an adult at the stop. The school will make every effort to contact a parent or guardian, if a student is returned. If the school has closed, the driver and the Transportation Department will make every effort to contact an adult on the emergency contact list provided to the schools. If an adult cannot be reached, the driver will take the student to a police station, where the police will try to contact someone.

If a student is returned to the school, a bus or van **will not take** the student home. It is the parent's/guardian's responsibility to pick up the student.

If a student is missing from a stop and **you have not contacted the school or transportation immediately upon noticing they have not come off the bus**, please call your local police department or 911 after 4:30 pm.