

## Bus Stop Switching Procedures Elementary Schools

- Parents must submit a signed note to the School on the day of the bus stop switch.
- Parents/guardians are to use the HPTA's *Note From Home* form which can be found online on the district website under Transportation, or can be purchased in pad form from Action Copy or at various HPTA events.
- The bus stop switch note needs to contain the following information:
  - Date
  - Name of the child
  - Bus #
  - Name of Changed Bus Stop- name of the established bus stop where the child will be getting off the bus (Ex: Treetop Rd. & Daisy Dr.- see website Bus Routes for names of established bus stops)
  - Name of the family and address of the home/place the child will be going to (Ex: Swanson, 55 Treetop Rd.
  - For Kindergarteners: also the name of the adult who will meet them at the changed bus stop. (Ex: Sue Swanson)
  - Signature of the parent and telephone number where they can be reached during the day
- The note must be received in the school office by 10AM in the morning (PM Kindergarten by 2PM).
- The signed note requesting a bus stop switch must be written. A hard copy must be received because the note must be dated and signed. Emails, faxes and phone calls will only be considered in emergency situations. Verbal requests from students received during the school day for bus stop switching (or any other purpose) cannot be honored.
- Bus stop switching is only allowed on the bus route the student would ordinarily be taking *that day*. Example: If a student rides Bus 1 to home on Monday and Friday, and Bus 2 to daycare on Tues, Wed. & Thurs, they can bus stop switch on Monday on Bus 1 only. They cannot switch to Bus 2. Switching between buses is not allowed at the elementary level.
- Bus drivers are not responsible for monitoring if students get off the correct switched bus stop. Students must be made aware of the stop they are getting off at by their parent/guardian. If a student does not get off the bus at the correct switched bus stop and remains on the bus, they will be returned to the school for parent pick-up. If a student gets off an incorrect stop the parent is responsible for picking up the child.
- The information provided on the note concerning name of the family and address where the child is going is for school information only. Bus drivers are not responsible for where the children are going when they get off the bus and with whom.
- As with all Kindergarten drop-offs an adult must be present to meet the Kindergartener and other children getting off with the Kindergartener. If an adult is not present the student(s) will be returned to the school for parent pick-up.