

# Kindergarten Transportation Identification Protocol

## PURPOSE

To outline expectations and responsibilities for schools, contractors, bus drivers, parents/guardians and staff of NLSchools regarding the identification of Kindergarten students for student transportation purposes. This protocol will ensure kindergarten students are only released to an approved adult at the end of their bus run.

## SCOPE

This protocol applies to all students in grade Kindergarten for which NLSchools provides service, including:

- Contracted Services
- Government-operated Services
- Service provided by NLSchools on behalf of School Districts

## RELATED GUIDANCE

The Kindergarten Transportation Identification Protocol is to be read and applied in conjunction with:

- NLSchools [Policies and Procedures](#)
- Department of Education School Bus Transportation [Policies and Guidelines](#)
- Individual contracts entered into between the NLSchools and a given contractor

## TRANSPORTATION IDENTIFICATION TAGS

Each kindergarten student is to have a tag placed on their book bag for identification purposes. No personal identification information is to be contained on the tag. Information is to be limited to bus route and bus stop location. The style/color of these identification tags will be left to the discretion of the school administration. The tags must be large enough and placed on the bookbag of the student in a location that is visible to the bus driver.

## PARENT/GUARDIAN RESPONSIBILITIES

- Ensure the appropriate tag is placed on the students backpack in a clearly visible location (usually the upper loop on the back pack with front facing out). In the event of blended families and in some courtesy seating situations families will need to be supplied with multiple tags
- If the afternoon drop off is different from the morning pick up, the parent or guardian will attach the appropriate tag for the **after school** transportation requirements.
- Ensure an approved adult is present at the door of the school bus for both pick up and drop off. Being in a vehicle, door or window of home is not acceptable
- Understand that student transportation privileges may be suspended if the student is not met at the door of the school bus

## BUS DRIVER RESPONSIBILITIES

- Ensure students are dropped off at the assigned bus stop
- Ensure students identified as a kindergarten student are met at the door of the bus by an adult.
- Ensure each kindergarten student is seated at the front of the bus unless otherwise instructed by school administration
- If an adult is not present at the door of the bus, the driver is to return the student back to the school

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at the end of their run. The driver is to ensure that a representative of the school is at the door of the bus to greet the student prior to allowing the student to disembark

## **SCHOOL ADMINISTRATION RESPONSIBILITIES**

- Manage the Kindergarten Transportation Identification Protocol
- Supply each student with appropriate identification tags
- Ensure families are aware of instances where pick up and drop off times may differ on any given day
- Ensure a representative of the school is present in the event a student needs to be returned to the school after their bus run

## **OPT OUT PROCESS**

In some circumstances families may request to opt out of this protocol. The school administrator may approve at their discretion as they are in the best position to determine the circumstances surrounding each family's situation. Please see appendix A for the opt out application process.

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## Appendix A

I, \_\_\_\_\_ have read and understand the Kindergarten Transportation Identification Protocol and request that my child, \_\_\_\_\_ in grade kindergarten, opt out of this process. I understand that my child will not be provided with an identification tag and this will be in place for the entire school year.

By signing below I relinquish the below noted school and NLSchools of responsibility for my child in grade kindergarten once they exit the school bus.

\_\_\_\_\_  
(School Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/ Guardian Signature)

By signing below, I, the School Administrator, approve this Kindergarten Transportation Identification Protocol opt out application.

\_\_\_\_\_  
(School Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School Administrator Signature)

**This application is to remain on file at the school**