

SECTION IV: OPERATIONS

P. UNDELIVERABLE STUDENT ACTION PLAN

The Tangipahoa Parish School System requires a responsible individual to meet all special needs and all pre-kindergarten students as they unload at their home bus stop. These students should not be dismissed from the bus without supervision unless the driver has been given a written directive from the school. All drivers must be knowledgeable of Pre-kindergarten and Special Education procedures in the event that they are required to provide assistance during an emergency.

In addition, circumstances may present themselves where a driver has doubts about the safety of a child. Examples are occasions when a child is regularly met by a responsible individual, but on this day, no one is there to meet the bus; or when a child is inadvertently placed on the wrong bus and does not know his home address; or road construction prevents the driver from traveling to the student's home stop. When these and other similar circumstances arise, the driver should follow the following procedures:

1. Pull the bus safely off the roadway, turn off the engine, and activate the warning flashers. Use a cell phone to call the number(s) on your passenger list. Ask the child if they know another number for a parent or guardian if the original is unsuccessful. If necessary, leave a message with your contact information on an answer machine or with any person who may have answered but can not help. Be sure to state that the student is safe so parents will not worry.
2. Inform the school that the child is undeliverable and still in your care. Request the information from the student's Emergency Card. Provide the school with your cellular phone number so they can reach you if they hear from the parent. Try calling any new numbers obtained from the school before resuming your route.
3. Notify your Field Coordinator as soon as possible if the preceding measures are unsuccessful. The Field Coordinator may try to reach a school administrator at home.
4. Continue on your route and deliver the rest of your passengers. After completing the route, secure the bus safely off the roadway, turn off the engine, and activate the warning flashers before trying the telephone numbers you have again.
5. Do not go home or transport the student in your personal vehicle under any circumstance. Always use the school bus to transport any student.
6. If you are still unsuccessful, contact your Field Coordinator and School Principal and inform them that you are bringing the student back to school.
7. As an option of last resort, you may take the student to the local law enforcement office with jurisdiction over the student's bus stop. Some law enforcement agencies will allow you to leave the student, others may not. Be sure to leave your contact information with the officers so they can alert you if the parent/guardian calls for the

student. Notify the Field Coordinator of this action so that it can be documented. Try to make sure that you minimize the time spent alone with the student and that you can account for all time.

8. Keep your Field Coordinator apprised of your situation.
9. Document the incident by completing a Student Behavior Report and submitting it to the student's school Principal no later than the end of the next school day. Make additional notes if needed to fully document the incident.

¹ Revised Date July 1, 2008.