

Greenville County Schools
General Procedures for Transporting 4K, 5K, and 1st Grade Students
2008-09

State Law requires the following of parents:

Section 59-67-415: Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

Section 59-67-420: The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within one-half mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

Parent Responsibilities:

The parent/guardian is responsible for properly registering the students at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian should be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K, or 1st grade child. The parent/guardian can select a designee to be at the stop. The designee may be another adult or student who is in fifth grade or above. A Bus Stop Designee Form is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. The person may serve as a designee for multiple children. The parent/guardian is responsible for introducing the designee to the bus driver. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K, or first grade student departs the bus, whether alone or in a group, AND the parent/guardian/designee is not present at the bus stop, the student could be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division and or the Greenville County Department of Social Services (DSS). Repeated instances may result in the loss of bus privileges.

School Responsibilities:

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in SASI to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center at least 2 weeks prior to the beginning of school. Student information submitted after this time may not allow the student to be assigned to a bus prior to the opening of school.

When a parent wishes to designate another individual to be at the stop a Bus Stop Designee Form must be completed and returned to the school prior to the student riding the bus. The school will ensure the form is complete and provide a copy of the form to the student's bus driver and fax a copy to the respective bus supervisor. A copy of the form shall remain at the school in the student file.

All 4K, 5K and 1st grade students will receive an ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will maintain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year. The tag will be coded by the schools bus route designation (color, etc.) and should include the following information:

- Student Name
- Student Address
- Contact Telephone Number
- Designee Name(s)

For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive an ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school.

Driver Responsibilities:

Drivers are responsible for ensuring that 4K, 5K and 1st grade students departing the bus are not dropped off, whether alone or in a group, if a parent/guardian/designee is not present at the stop.

Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective supervisor and alert them to the fact that a student is being returned to the school. The supervisor or center staff will immediately notify the school so that school staff can be present to meet the bus.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat.

Drivers are responsible for accounting for 4K, 5K and 1st grade students on their buses and ensuring that they are dropped off at their assigned stops. The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify his/her supervisor for instructions.

Greenville County School System

Date:

Dear Parent/ Guardian:

We look forward to providing bus transportation during the next school year for your young child. As part of our continuing efforts to improve our quality of service, we want to ensure that you are aware of everyone's responsibilities, especially those concerning the safety of your child at the morning and afternoon school bus stop.

School Bus Transportation (S.C. Law Section 59-67-420)

The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within one-half mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

Parents/Guardians (S.C. Law Section 59-67-415)

Parents/guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

In addition, parents/guardians should ensure all contact information at the school is accurate and update information whenever changes occur.

Effective in 2007- 08

In order to ensure the safety of your 4K, 5K, or first grade child, Greenville County Schools has implemented the following procedures:

- 4K, 5K, and first grade students departing the bus, whether alone or in a group, AND without a parent/guardian/designee present to receive them could be brought back to their elementary school. The designee may be another adult or student who is in fifth grade or above. One person can serve as designee for multiple children. A Bus Stop Designee Form is to be requested from the school, completed and returned to the school before the student rides the bus.

- If student is returned to school, the parent/guardian will be contacted and required to pick up his/her child at the elementary school. If the parent/guardian cannot be reached, the matter could be referred to the Greenville County Schools Law Enforcement Division. Repeated instances may result in the loss of bus privileges.

Thank you for your attention to this very important matter. We look forward to a safe and successful school year.

Sincerely,

(Principal)
(Students School)