

**Greenville County Schools**  
**General Procedures for Transporting 4K, 5K, and 1st Grade Students**  
**2011-2012**

**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 three tenths 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 their student(s) 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 must 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 will be given four (4) numbered cards to distribute to any designee to be at the stop in their place. The designee may be another adult or student designee (5th grade, or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as a designee for multiple children. 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 is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student may 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, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

After two (2) incidents of the parent/guardian/designee, with the numbered card, not being present at the bus stop for PM dropoff, all transportation services will be discontinued until a parent conference is held with school administration. Should additional incidents occur after this meeting, it may result in additional loss of bus privileges, up to and including, the remainder of the school year. The school administration will notify the appropriate bus center of the effective suspension date(s).

### **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 Powerschool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center at least two (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.

All 4K, 5K and 1st grade students will receive a numbered 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 retain 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 student tag shall include the following information:

Front:

Back: Student Address

Student Name  
Unique number  
[ ] Student designee name (5<sup>th</sup> grade, or above)  
Route number

**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 a numbered ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school.**

Upon submission of a complete Tag Application by a parent, the school will provide them with four (4) numbered cards that will match the numbered ID tag on their child. When a parent wishes to select another individual to be their designee at the stop, the parent will provide that designee with one of the four numbered cards that were provided by the school.

After two (2) incidents of the parent/guardian/designee, with the numbered card, not being present at the bus stop for PM dropoff, all transportation services will be discontinued until a parent conference is held with school administration. Should additional incidents occur after this

meeting, it may result in additional loss of bus privileges, up to and including, the remainder of the school year. The school administration will notify the appropriate bus center of the effective suspension date(s).

### **Driver Responsibilities:**

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, 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 bus center and alert them to the fact that a student is being returned to the school. The 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.

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 their center for instructions.

### **Summary of Tag Procedure**

Parent obtains and returns completed Tag Application to their appropriate school. The school will provide the parent with four numbered cards which match the numbered ID tag that will be on their child.

The parent will then distribute the numbered cards to any responsible person that they determine to be eligible to receive their child. If they also want to designate a student who is in 5<sup>th</sup> grade, or above, they would indicate that on the Tag Application and a special indicator (with name) will be marked on the student's ID tag.

The school will ensure that the child is wearing their numbered ID tag when they leave the school building at the end of the day. The driver will ensure that the numbered ID tag is visible on the child before leaving the school. At the bus stop, the driver will match the numbered ID tag on the student with the corresponding numbered card shown by the person receiving the child. If the numbered ID tag indicates a student designee (5<sup>th</sup> grade, or above), they will release the tagged student to the student designee (5<sup>th</sup> grade, or above). The driver will retain the numbered ID tag and return it to the school the following day.

Drivers will return any student to the school who is not met by an individual with a corresponding numbered card. After two (2) incidents of the parent/guardian/designee, with the numbered card, not being present at the bus stop for PM dropoff, all transportation services will be discontinued until a parent conference is held with school administration. Should additional incidents occur after this meeting, it may result in additional loss of bus privileges, up to and

including, the remainder of the school year. The school administration will notify the appropriate bus center of the effective suspension date(s).

## 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 three tenths 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 2011-12:

In order to ensure the safety of your 4K, 5K, or 1st grade child, Greenville County Schools has implemented the following procedures:

- 4K, 5K, and 1st grade students preparing to depart the bus at their assigned stop, 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 designee (5<sup>th</sup> grade, or above). One person can serve as designee for multiple children. A Bus Tag Application 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.

01/2011

After two (2) incidents of the parent/guardian/designee, with the numbered card, not being present at the bus stop for PM dropoff, all transportation services will be discontinued until a parent conference is held with school administration. Should additional incidents occur after this meeting, it may result in additional loss of bus privileges, up to and including, the remainder of the school year.

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

Sincerely,

(Principal)  
(Students School)