

Transportation Action Plan Policy and Expectation

- Attendance will be taken at the meeting location at the school.
- The students will then be marked as present or absent.
- The students will then be asked if they are taking school sponsored transportation or if they are riding with a parent or driving themselves.
- Once Attendance is complete the ones who ride the school sponsored transportation will load the bus
- The attendance will be taken again to ensure all are on the bus before the bus can go to the next location.
- Once the bus arrives at the desire location the students will unload and stand in a safe location designated by a Coach.
- The coach will check the bus to ensure all students and personal belongings are off the bus.
- The Coach will call attendance again to ensure all are off the bus.
- Once the event is over the students will return their uniform into the container to be returned and cleaned.
- If a student who rides school transportation chooses to leave an event with a parent or guardian then they must sign out on the attendance list to show they are taking their child.
 - ***No signature then the student cannot leave.
- Once the event is over and the students have loaded the bus then attendance will be called on the bus to ensure all are accounted for.
- If a student is not on the bus and they have not been signed out then the coach will double check the stadium to ensure they are not left; then the coach will call parents to ensure that the student did not leave and forget to sign out. If the student did forget to sign out once the coach has confirmation that the student is with the parent by speaking with the parent then the coach will note ***spoke with parent on phone and took Student from event with them.***
- In an event where more than one bus is used or more than one trip has to be made then the coach running that route or riding the bus is responsible to follow all the attendance protocols listed above.
- Once the bus has return to the school the coach will check the bus to ensure the bus is empty, then sign the bus driver form. The coach will also sign the attendance form and turn into the Head Coach and AD to keep in case any question arise they can be answered.
- The Coach will wait until each student has been picked up.
- At no given time will a student be told they cannot have a ride on school transportation or be left unattended. In an event there is not enough room on transportation then a coach will wait for one load to be dropped off and wait on the bus to return.
- If a student states their parent is coming to pick them up then a coach will wait for 10 min with the student and if the parent has not arrived then the coach and student will load the bus to go back to the school and the parent can pick the student up from the school.
- This protocol will be given to each student in writing and be given to each parent in writing if they desire.
- The coaches will call each parent to go over the protocol if they cannot attend Thursday 5/6/21 3:45pm Zoom meeting.
- All students should be picked up after each event or practice. (Practice ends at 5 pm daily. Events do vary, but the students will always call rides once the event is over and bus is loaded to inform the parent they are on the way)