

"OPT PARENT NOT AT HOME POLICY"

In the event the school bus arrives at a student's destination and there is no adult at the stop to receive the student, OPT has developed the procedures outlined below.

Curb-to-School (Special Education) Busing

As a standard school practice with curb to school, parents and guardians must complete an emergency contact form that identifies the adults who are authorized to receive their student(s) from the bus.* The parent or guardian also has the option on the form to identify if the child can be left unattended. Drivers may ask for identification before releasing a student. If an authorized adult is not present for a student receiving curb-to-school service who is not authorized to be left unattended, the following procedures will be followed:

- The driver will radio their base to inform dispatch and continue to drop off the other students on the bus route and then return to the student's home stop.
- If an authorized adult is still not there, the driver will radio the dispatcher who will contact OPT to determine if there is a pre-existing agreement to return the student to the school.
 - If there is no agreement, OPT will make the final determination when 911 should be contacted and the police will determine the best course of action.
- If the student's stop is the final one on the route, the driver will radio the dispatcher who will contact OPT to determine the appropriate waiting time before calling 911.

Stop-to-School (General Education) Busing

For a student receiving stop-to-school service, the following procedures will be followed:

- Any student, regardless of age or grade, will be allowed to get off the bus at any stop unless a school has negotiated a different procedure, or the student informs the driver that they want to remain on board. If, at the end of the route, students remain on the bus, the driver will return the students to the appropriate stop.
- If a parent or guardian is still not at the stop, and the student chooses not to leave the bus, the driver will radio the dispatcher who will contact OPT to determine if there is a pre-existing agreement to return the student to the school.
 - If there is no agreement, OPT will make the final determination when 911 should be contacted and the police will determine the best course of action.
- If the student's stop is the final one on the route, the driver will radio the dispatcher who will contact OPT to determine the appropriate waiting time before calling 911.

* While there is no age restriction on the person who meets the student, we would expect that person to be competent and, if the driver or attendant have concerns in that regard, they should use their discretion in deciding whether to release the student.