

<b>Policy Number:</b> TRA 001	<b>Title:</b> Missing Guardian at Bus Drop Off & Pick Up
<b>Performance Standard:</b> 1303.72 (e)	<b>Original Date:</b> 8/2006
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 2/2018

**POLICY:**

The Early Childhood Program will ensure that all children being transported by bus will be released to authorized adults.

**PROCEDURE:**

In the event that no authorized adult is available at the drop off location, the bus monitor will use the cell phone to call all of the contact numbers for the child to locate someone to pick up the child. If it is reasonable for the bus to return to the house after a contact is located, that is acceptable.

If the distance and time it would take to return to the house is greater than the time it would take to return the child to the center, arrangements should be made to have the approved contact meet the bus at the center to pick up the child. If, by the end of the bus route, no one has been located, the bus monitor will contact the transportation coordinator, director, or family advocate to meet at the center to allow the bus monitor to leave.

The employee will then continue calling the contacts. After one hour, the local authorities will be called to take the child until a contact is located. Staff incurring additional hours in this rare occasion will be compensated appropriately.