



OFFICE OF PUPIL TRANSPORTATION
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Dropping Off a Child When the Parent or Guardian is Not at Home or the Child Refuses to Leave the Bus

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.

Special Education

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

- The driver will drop off the other students on the bus route and then return to the student's home stop.
- If a designated 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, the dispatcher will contact 911 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.

General Education

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

- The student will be allowed to get off the bus at their stop unless they notify the driver that the designated adult is not present and that they will remain on board. The driver will drop off the other students on the bus route and then return the student to the appropriate stop.
- If a designated 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, the dispatcher will contact 911 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.