



To: Parents/Guardians of all Kindergarten and 1st Grade Students

The safety and well-being of your student is paramount to Charlotte County Public Schools (CCPS). To that end, the School Board established policy 8600 requiring parents/guardians to escort students in kindergarten and 1st grade to and from the bus stop. The policy requires any student not met by the designated escort be returned to the school of attendance.

Our drivers have responsibility for ensuring the safety of all students assigned to their bus, including ensuring the proper escort is present to assume custody of the kindergarten and 1st grade students on the bus. This responsibility includes ensuring the student is in the physical custody of the escort when the student leaves the school bus. Failing to do so could result in a young student being injured, left at the stop without an escort, or otherwise placed in an unacceptable, unsafe situation.

As a parent/guardian, you or your designated escort (including daycare providers) must be at the correct stop, standing at the door of the bus to assume custody of your student. Escorts in a vehicle, standing away from the bus in a driveway or corner, or standing across the street cannot react when a student acts unsafely, nor can the driver make positive identification of the escort before releasing custody of the student. By standing at the door of the bus, you are able to assist your child and the driver can ensure the proper escort has custody of the student.

Please fill out the attached CCPS Transportation "Student Bus Stop Escort Form", and return it to your assigned bus driver as soon as possible.

Thank you for your cooperation in providing safe school bus services for your child. If you have any questions, please contact the Transportation office at (941) 575-5432, (Fax) (941) 575-5425, or email transportation@yourcharlotteschools.net

Respectfully,



Tony Conte, Jr.

Transportation Operations Director

CHARLOTTE COUNTY PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT
STUDENT BUS STOP ESCORT FORM

SCHOOL: _____ STUDENT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ GRADE: _____

BUS STOP: _____ BUS NUMBER: _____

School Board Policy 8600 (D): "Pre-kindergarten, kindergarten, and first grade students must be escorted to and from their designated bus stops. The escort must be the parent, guardian, or other responsible person (including a sibling in grade 5 or above, or a student's child care provider) who has been designated in advance and in writing by the parent or guardian, and approved by the school Principal. Any pre-kindergarten, kindergarten, or first grade students not met by the designated escort in the afternoon will be returned to the school of attendance. The school administration will contact the parents / guardians for pick-up."

This form is used to identify any adult, or age appropriate sibling, you, as the parents / guardians, designate to assume responsibility for your child(ren) in grades Pre-K through 1st at the school bus stop. If someone not listed on this form attempts to take custody of your child(ren) at the stop, the bus operator will not allow the student to leave the bus, and will return them to the school. You or someone you designated will have to go to the school for your child(ren).

Students in Pre-K through 1st grade must be physically met at the door of the school bus. Anyone not standing at the school bus door will not be allowed to take custody of a student. This is intended to provide the maximum safety for the child(ren) and to ensure the proper person is taking custody.

Individuals on this list must have a picture ID and present the ID if asked. Substitutes and new drivers may not recognize parents or escorts and will ask for identification before releasing a student.

**** Use a separate form for each student requiring an escort at the stop ****

<u>FIRST and LAST NAME</u>	<u>PHONE NUMBER</u>	<u>RELATIONSHIP</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Signed copy sent to: Student Transportation, 1026 Carmalita St., Punta Gorda, FL 33950. Fax: (941) 575-5425

Revised: 02/04/2020