



**M04 008**

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<b>Transportation - General</b>		<b>Date</b> Feb 7 <sup>th</sup> , 2012 <b>Revised</b>
<b>Policy</b>	The transfer of students from bus to bus is at times required due to the large, dense geographic areas of the integrated transportation system.	
<b>Operational Procedure</b>	<p>The following requirements apply whenever students transfer from one school bus to another. All transfers take place off the roadway in school yards and parking lots.</p> <p>Procedures to be followed during a transfer:</p> <ul style="list-style-type: none"> <li>• if either of the transfer buses is late, the driver must contact their office to advise the other Operator of the length of delay. The driver must never leave the students unattended;</li> <li>• if the delay is within ten minutes, buses are required to wait. However, if the delay is over 10 minutes, attempts will be made to reschedule the transfer at a different location.</li> <li>• when waiting at a transfer point for another bus, students must remain seated on the bus until the transfer bus arrives;</li> <li>• young students are to be escorted directly from bus to bus by either a bus guard and/or an older responsible student;</li> <li>• only students whose names appear on the route sheet are permitted to load the bus at the transfer point;</li> <li>• parents or guardians who pick-up their child at a transfer location will be required to show proper photo identification as required. The driver will not release a student without confirming with his or her office.</li> </ul>	