



Dear Parent,

The HEB ISD Transportation Department is committed to providing the safest, most efficient service to all eligible students. The HEB ISD transportation policy states 1<sup>st</sup> and/or 2<sup>nd</sup> grade bus riders must be met at the bus stop each day for the first two weeks of school and all early dismissal days by an adult. A 1<sup>st</sup> and/or 2<sup>nd</sup> grade student not met by an adult at the bus stop is taken back to campus where the parent is contacted to pick up the student. When the bus is required to return a student to the campus, it is late for the next pick up and drop off, causing a number of problems for other parents and campuses across the district.

It is extremely important that you make provisions for an adult to meet your 1<sup>st</sup> and/or 2<sup>nd</sup> grade student every day at the bus stop for the first two weeks of school and all early dismissal days. Please be aware of the steps that will be taken in the event this policy is not followed:

- 1<sup>st</sup> Incident – Warning from Campus Administrator
- 2<sup>nd</sup> Incident – Loss of Bus Privileges for one week
- 3<sup>rd</sup> Incident – Loss of Bus Privileges for six weeks and a report is made to Child Protective Services

*Persistent noncompliance with this policy will result in loss of bus privileges for the remainder of the year and follow-up contact with Child Protective Services.*

Please inform the school if you know you will not be able to greet your student at the bus stop. The student will not be allowed to board the bus and you may pick him/her up at the campus. Your student will be safe and the bus route will remain on schedule to other campuses.

Please read and sign the statement below indicating you have received this letter. No 1<sup>st</sup> and/or 2<sup>nd</sup> grade student will be able to begin bus service until this signed letter is on file at the campus. There is the opportunity for parents to give the bus driver permission for your 1<sup>st</sup> and/or 2<sup>nd</sup> grade student to be released to the care of an alternate adult or an older student on the form below.

Please return this letter to the school as soon as possible.

Thank you,

Assistant Principal

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I understand it is the policy & desire of the HEB school district for my 1<sup>st</sup> and/or 2<sup>nd</sup> grade student to be met at the bus stop by an adult each day the first two weeks of school and all early dismissal days.

I authorize the following adult(s) to meet the bus \_\_\_\_\_ . However, if an adult is not available at that time to meet my student, I give my permission for my student to exit the bus

and be in the care of \_\_\_\_\_ Grade \_\_\_\_\_ .

Parent Signature \_\_\_\_\_ My Student \_\_\_\_\_

Date \_\_\_\_\_ Bus \_\_\_\_\_ Stop \_\_\_\_\_