

(School District)
Transportation Department
“Sleeping” or Unknown Children on Buses

Notice to All Bus Drivers:

It is the responsibility of the bus driver to insure that each child has been unloaded at the appropriate bus stop. No child should be left on the bus after the last bus stop. Each driver must check to be sure that no child is still on the bus after that last stop. Buses must be checked between runs to be sure that no child is still on the bus.

Any driver who returns to the transportation center with a sleeping or “unknown” child still on that bus will be subject to immediate disciplinary action, up to and including termination from his/her position with (School District).

Any driver who leaves the transportation facility (parking lot and/or building) and still has a student on his/her bus may be subject to immediate dismissal for his/her position with (School District).

(Designated Person)
(Title)

Dated: (Date)

Posted: (Date)

Revised: (Date)

Presented to all transportation staff at mandatory meeting on (Date).
Reviewed with all transportation staff at mandatory back to work meeting on (Date).