



# DUANESBURG ELEMENTARY SCHOOL BUS SLIP PROCEDURE & CLARIFICATION

Bus Slip Preparation is the Parent/Guardian Responsibility.

Our transportation department strives to provide a safe ride for all students. The elementary school is responsible for knowing where each and every child in the building is going at the end of the day. The elementary school and transportation department carefully track students so we use bus slips when students are not taking their regular bus home. When a child is doing something different from his/her normal, everyday, end of day transport, a bus slip needs to be prepared by the parent/guardian.

Due to student capacity numbers on buses and to eliminate classroom interruptions **ALL BUS SLIPS MUST BE RECEIVED by 8:30 a.m.** at which time office personnel prepare a bus slip list that is forwarded to all teachers and the transportation department. The reason we need bus slips by 8:30 a.m. are:

- 1) so the transportation department has time to assess availability of seating capacity and determine if the bus slip can be honored. If a bus slip cannot be honored, office staff will contact the parent/guardian to determine how the student will get home; and
- 2) to eliminate classroom disruption at the end of the day. All teachers receive a bus slip roster in the morning, so they know who needs to be sent to the lobby for parent pickup at the end of the day. When a bus slip is not received in a timely fashion, office personnel then have to interrupt classrooms to inform teachers to send a particular child to the lobby for parent pickup.

**(Preparing bus slips for students is the responsibility of parents/guardians.)** We ask parents to please meet this responsibility by 8:30 a.m. The only time office staff will prepare a bus slip is in the case of an emergency. It is unsafe to honor "bus slip phone calls", and also time consuming for office staff when these requests become numerous and repetitive. Bus slips are readily available on our website, [www.duanesburg.org](http://www.duanesburg.org), and in the main office where they can be picked up by parents or sent home with a student. The first day of school every student will receive this memo with a bus slip attached. Again, all bus slips must be received by 8:30 a.m.

We ask each parent/guardian to please have bus slips prepared in advance for your child, to communicate with your child his/her end of day activities, and to send the bus slip in to school with your child the day the bus slip is going to be used. The following is for your information about:

- Parent pick up is allowed beginning the first day of school if a child care form has been completed and submitted in advance. However, bus slips to alternate destinations **will NOT be honored until the Monday of the 2<sup>nd</sup> full week of school.**
- Bus slips **WILL NOT** be honored in the event of an Emergency Dismissal – we follow parent/guardian instructions on the emergency data sheet.

**A copy of our bus slip is available on the website and main office. The actual bus slip has three parts. The entire 3-part bus slip must be handed in (do not pull apart), as all 3-parts are used by the main office:**

1. the white, original copy remains in the office
2. the yellow copy will be given to the bus driver at the end of the school day
3. the pink copy is
  - for the child to hand to the bus driver if getting off at a different location, or
  - for the parent to pickup in the main office and give to the attendance clerk, if they are picking the child up from school.

**A bus slip MUST be filled out when:**

1. A child is going to a different location or activity other than usual, at the 2:45 dismissal.
2. An adult is picking up a child, resulting in the child not taking the bus home.
3. A child is sick and going home early.
4. A child is attending a specified after-school activity, or staying with a teacher, which **does not happen on a consistent basis** such as special tutoring, special book club/reading sessions with a teacher, specified seasonal intramurals, etc. Bus slips should indicate what activity or to whom your child is to be released to at **2:45 p.m.** A notation should be made in the blank space available indicating if the child is being picked up by a parent/guardian when the after school activity is completed.

**A bus slip is NOT required when:**

1. A child's destination is the same as always on a given day.
2. The after-school activity is **on a consistent basis** and a signed PERMISSION SLIP is required from the parent/guardian. Students must still check in with the teacher in charge of the after-school activity, each scheduled day of the activity for attendance purposes.

**Telephone Use is discouraged and is allowed on an emergency basis only.** When children are involved in after-school activities (ie. Student Council, Ski Club, extra reading/math activities, play practice, Odyssey of the Mind, All-star Band/Choir practices, etc.) parents and children should communicate prior to coming to school to ensure that families are on the same page with after-school activities and parent pickup details, thus eliminating the need for children to use the telephone.

**Bus slip preparation (See page two):**

- **All information** requested on the bus slip **is necessary** to fill in, **including the destination address.** When there are substitute bus drivers who are unfamiliar with students home and/or alternate destination locations, we have difficulty dropping children off, causing delays.
- Instruct your child to bring his/her bus slip to the office first thing in the morning.
- Let us know when to send more bus slips home with your child. If you find you have run out of bus slips on a morning when one is necessary, you can go to our website: [www.duanesburg.org](http://www.duanesburg.org) to download a form and fax it to the elementary school at 895-2957.

**When in doubt about a bus slip - make one out to be on the safe side.**