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POLICE DEPT. STUDENT TRANSPORT PROCESS (POL-P002)  
DCSS Police Department

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**1.0 SCOPE:**

- 1.1 To define the process utilized by the DCSS Police Department when requested to transport a student within the Dougherty County School System.

The online version of this document is official. All printed versions are uncontrolled copies.

**2.0 RESPONSIBILITY:**

- 2.1 Chief of Police  
2.2 Police Officer

**3.0 APPROVAL AUTHORITY:**

- 3.1 Chief of Police

**4.0 DEFINITIONS:**

- 4.1 DCSS – Dougherty County School System

**5.0 PROCEDURE:**

- 5.1 In the event a DCSS student must be transported by the DCSS Police Department, the Principal (or designee) must contact the DCSS Police Department with the transportation details and complete a DCSS Police Department Student Transport Form, POL-F001.
- 5.2 Upon arrival to the location to pick up a student requiring transportation, the Police Officer must retrieve the request form and the student and transport the student to the stated destination.
- 5.2.1 Note: If a student is being transported to a location other than home, the location responsibility must be listed on the emergency medical form on file at the school. Otherwise, the transportation request must be approved by the parent for special circumstances.
- 5.3 After delivering the student to the required location, the Police Officer shall obtain the acceptance signature of the individual approved to receive the student.
- 5.3.1 In the event the proper person is not available to receive the student, the Police Officer shall record the reason on the student transport form and returns the student to the pick up location.
- 5.4 The Police Officer shall sign the student transport form and submit the form to the DCSS Police Department for filing. See Record Retention Table in this procedure.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 DCSS Police Department Student Transport, POL-F001

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**7.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Protection	Disposition
Police Dept. Student Transport Form	Hard copy in the DCSS Police Department	Minimum period of one (1) year	Maintained in a secure location	Discard as desired

**8.0 REVISION HISTORY:**

Date:	Rev.	Description of Revision:
12-Mar-03	A	Initial Release
09-Nov-05	B	Changed name of procedure in the heading. Replaced Security Department to DCSS Police Department throughout the document. Changed responsibility in section 2.0. Changed the title of approval authority in section 3.1. Changed the name of the form in section 5.1, 6.1 and 7.0.

**\*\*\* End of Procedure \*\*\***