
EMERGENCY STUDENT TRANSPORTATION REQUEST PROCEDURE (TRS- P005)
DCSS – Transportation Services

1.0 SCOPE:

- 1.1 This procedure applies when emergency transportation is needed for students.

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

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 Emergency - Family illness, parent out of town, or other extenuating circumstances.

5.0 PROCEDURE:

- 5.1 Principals may approve temporary changes in transportation for emergencies such as family illness, parent out of town, or other extenuating circumstances, two days in advance. Chronic request will be monitored and consequences for violators will result in revocation of riding privileges for the student. Telephone requests will not be honored.

5.1.1 Parents must fill out and sign an Emergency Student Transportation Request Form for their child to be transported home on their existing or a different bus and dropped off at a different stop other than what is on file with the school and the Transportation Department. This request must meet criteria established by the Dougherty County School System. This must be done at least two days in advance.

5.1.2 The form must be signed by administration or designated person in the front office.

5.1.3 The school will fax or scan and email a copy of the request to Transportation for final approval.

5.1.4 Transportation will fax or scan and email the school with the determined results of the request.

5.1.5 If approved three copies of the form will be made. Two will be given to the teacher who will sign acknowledging receipt, one to be filed in the front office.

5.1.6 The teacher will walk the child to the bus and verbally make the bus driver aware of this request and provide the driver a copy of the request, who will also sign both copies acknowledging receipt.

5.1.7 The teacher will provide the office with the final signed copy to be placed in the child's records.

5.1.8 After the child is delivered to the requested stop on said date, the driver will deliver the form to their manager no later than one business day.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 TRS-F027 – Emergency Student Transportation Request Form

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7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Emergency Student Transportation Request Form	Hard copy in the Transportation Department	One year in process, 2 additional years (minimum) in box storage	Not necessary	Discard or shred, as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10-Sep-09	A	Initial Release
08-Feb-10	B	Corrected wording in section 5.1.1, 5.1.2. Added a new section 5.1.3. Changed sections 5.1.4, 5.1.5 and 5.1.6. Added sections 5.1.7 and 5.1.8.

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