

Required Procedures for Kindergarten/1st and 2nd grade Kanawha County School Bus Identification Safety Tag Program:

- 1) The Pupil Transportation Department will provide a supply of Kanawha County School Bus Identification Safety Tag Program Forms to each elementary school.
- 2) A parent (guardian) of each Kindergarten, 1st and 2nd Grade student shall complete a Kanawha County School Identification Safety Tag Program Form indicating a choice to participate (Option A) or not participate (Option B) in the program.
- 3) **Teachers must complete their section, make a copy for their files and return the original to the Pupil Transportation Department at Crede.**
- 4) The Pupil Transportation Department will provide the following to the school:
 - a. A lanyard (neck strap) and identification safety tag for each participating student
 - b. Three (3) additional identification safety tags for authorized persons to show the bus driver at the door of the bus at the established bus stop.
 - c. Two (2) additional **red** identification safety tags per participating student for teachers to have in case an identification safety tag is lost, or left at home.
 - d. Three (3) extra lanyards (neck straps) per classroom.
- 5) **Each participating student must wear an identification safety tag properly displayed on the outside of their clothing while in transit, both A.M. and P.M.**
- 6) Everyday, teachers and/or aides must assure participating transported students have their identification safety tags properly displayed on the outside of their clothing and are escorted to their respective school bus for their afternoon bus ride home.
- 7) An authorized person must be present at the established bus stop, show the bus operator the appropriate matching identification safety tag, and receive the child at the door of the bus.
- 8) If a participating student does not have their identification safety tag, teachers shall provide a **red** safety tag to be worn on the bus ride home. The child is expected to wear both the yellow and **red** safety tags to school the next morning. The student will return the **red** tag to the teacher.
- 9) On those infrequent occasions when an immediate emergency occurs preventing the authorized person to be present at the bus stop, the participating student will be taken back to the school or to the school bus terminal. School bus drivers will, as soon as possible, communicate with the bus terminal so that the school and/or parent can be informed promptly.
- 10) **Parents must explain the identification safety tag program to day care centers which are utilized before and after school. A day care center employee must show the appropriate matching identification safety tag to the bus driver at the door of the bus.**

- 11) A Kindergarten, 1st or 2nd grade student's parent (guardian) may opt in or out of the program by completing a new Kanawha County School Bus Safety Tag Form.

It is anticipated that all elementary principals, kindergarten, 1st and 2nd grade teachers, bus operators, parents, and students will thoroughly understand the proper procedures. Should you have any questions, please contact the terminal supervisor that serves your school or the Pupil Transportation Department at 348-6616 ext. 123. Your prompt attention and support is requested to help make this Safety Tag Program a continued success.

In any practice, there are occasions where punitive procedures may become necessary for employees as well as students or parents. When a child must have safety tags remade be brought back to school or taken to the bus terminal in order to wait for parental pick up, the following action will be taken:

1st Violation - WARNING - The bus driver will fill out a "Safety Tag Program Violation Report" (copy attached) and give a copy to the school principal and bus terminal supervisor. The school is required to notify the parent, complete the report and follow the procedures on the report.

2nd Violation - **The student loses bus privileges for one week...**document with second "Violation Report" given to the school principal and terminal supervisor. School notifies parent to provide transportation and also lets the bus driver know the start date and end date of the bus transportation suspension.

3rd Violation - The bus driver will fill out the third "Violation Report" and give a copy to both the school principal and the terminal supervisor. Parent will be notified by the school that their **child is no longer eligible to participate in the identification safety tag program** and will be denied transportation privileges for the remainder of the school year.

In order for a child to be allowed transportation privileges, the parent must sign another bus tag form opting out of the "Bus Identification Safety Tag Program". The student will not be allowed to opt back into the program to circumvent punitive action created by 2nd and/or 3rd violations as stated above.

Each parent of transported Kindergarten, 1st and 2nd grade students must complete their portion of the Kanawha County School Bus Identification Safety Tag Form and return it to the appropriate teacher. Kindergarten, 1st and 2nd grade teachers must maintain a copy of this form and provide the Transportation Department with the original. The Pupil Transportation Department will make sure the correct bus terminal supervisor receives a copy of all forms. The terminal supervisor must provide the appropriate bus driver(s) a copy of the form.

It takes a team effort on the part of each kindergarten, 1st and 2nd grade student, parent, teacher, principal, supervisor and bus driver to make sure each child is transported safely, while not compromising security.

BF/db
CC: Dr. Ron Duerring
Management Team
Terminal Supervisors

KANAWHA COUNTY SCHOOLS
SAFETY TAG PROGRAM VIOLATION REPORT

The purpose of this report is to refer the student to the principal and have the principal to inform the parent/guardian of a violation of the Safety Tag Program. Student, parents and principals are reminded that bus privileges may be revoked for one week after the 2nd violation and for the remainder of the school year after the 3rd violation

Name of Bus Driver _____ Bus Number _____
 Name of Student _____ Grade _____
 Name of Principal _____ School _____
 Date of Incident _____ in Route to School _____ Return Trip Home _____

Nature of Incident (Check appropriate space and check specific incident(s))

| | |
|---|---|
| <input type="checkbox"/> 1 ST VIOLATION: | Warning |
| <input type="checkbox"/> 2 ND VIOLATION: | The student loses bus privileges for one week. School notifies parent to provide transportation and also lets the bus driver know the start date and end date of the bus transportation suspension. |
| <input type="checkbox"/> 3 RD VIOLATION: | Parent will be notified by the school that their child is no longer eligible to participate in the identification safety tag program and will be denied transportation privileges for the remainder of the school year. |

Violations are as follows:

- Student not wearing safety tags properly.
- Transportation office needs to make an additional set of safety tags.
- Parent, guardian or authorized person fails to pick student up on time at the door of the bus
- Parent, guardian or authorized person fails to show appropriate matching identification safety tag.
- Child was returned to the school or bus terminal for pick up.

Remarks: _____

ACTION TAKEN BY SCHOOL ADMINISTRATION

_____ Contacted parent/guardian on _____

_____ Student suspended from _____ to _____

_____ Student suspended for the remainder of the year, beginning date _____

Driver gave form to : _____ Date: _____ Time: _____
 (Name of School Representative)

Note: The principal shall return a completed copy of this form to the bus driver who initiated the safety tag violation and fax a copy to the terminal supervisor.

KANAWHA COUNTY SCHOOL BUS IDENTIFICATION SAFETY TAG PROGRAM

KINDERGARTEN, FIRST, SECOND AND THIRD GRADE FOR 2019-2020

This form must be completed by the parent/guardian and returned to the appropriate teacher in a timely manner or school bus transportation privileges may be denied. (One child per form)

| | | | |
|--------------------------------|--|-----------------|-----------|
| _____ | _____ | _____ | _____ |
| Print School Name | Print Student's First Name | Mid. Int. | Last Name |
| _____ | _____ | | |
| Parent/Guardian's Phone Number | Print Physical Address (Do not use PO Box) | | |
| _____ | _____ | _____ | _____ |
| Work or Cell Phone | City | State | Zip |
| _____ | _____ | _____ | _____ |
| Parent/Guardian's Signature | Date Completed | Student's Grade | |

Please choose Option A or Option B (**ONLY ONE**) by printing parent/guardian name below:

OPTION A:

I, _____, agree to be responsible for taking my child to the door of the
(Print parent/guardian name)

school bus with the provided lanyard and identification safety tag properly worn on the outside of my child's clothing and clearly visible for the bus trip to school. After school, an authorized person must be present at the established bus stop, show the bus operator the appropriate matching identification safety tag, and receive the child at the door of the bus. The bus operator shall return my child to the school or bus terminal if the parent/guardian or authorized person is not there with a matching identification safety tag. I further agree to follow the established procedures as outlined in the attached memorandum.

OPTION B:

I, _____, do not wish to participate in the Kanawha County School Bus
(Print parent/guardian name)

Identification Safety Tag Program. I accept all responsibility for my child before pick up and after drop off.

This portion of the form is to be completed by the teacher.

| | | |
|----------------|-------|--------------------------|
| Teacher's Name | Grade | Date Received by Teacher |
|----------------|-------|--------------------------|

This portion of the form is to be completed by Pupil Transportation:

| | | |
|---------------------------------------|----------|-------------|
| Date Received by Pupil Transportation | Bus # AM | AM Bus Stop |
|---------------------------------------|----------|-------------|

| | | |
|---------------------------------|----------|-------------|
| Terminal Supervisor's Signature | Bus # PM | PM Bus Stop |
|---------------------------------|----------|-------------|

ORIGINAL TO THE TRANSPORTATION OFFICE COPY FOR THE TEACHER