

# **PETERMANN**

## **PARENT /PROVIDER TRANSPORTATION PROCEDURES**

Transportation is provided by NETC/Petermann for Fairfield County Board of Developmental Disabilities.

Any pick-up or drop-off, at other than the regularly scheduled point, shall be arranged and approved through the Transportation Office, such arrangements must be made at least three days before the proposed change is to take place. Emergency changes will be considered on a case-by-case arrangement, it should be understood that there are time and distance limitations on the bus routes and any temporary routing changes would affect the entire route.

### **BOARDING THE BUS - A.M.**

1. The rider should be dressed and ready to get on the bus when it arrives in the morning. The bus will wait 2 minutes, if the rider has not made an appearance by that time, the driver will continue with their route. If the rider misses the bus but is brought in by the parent/guardian, the bus will bring the rider home in the afternoon. If the rider misses the bus and is not brought in, the Transportation office will need to be notified when the rider is ready to return on the bus.
2. It is the parent's/provider's responsibility to help the rider board the bus. An adult must accompany and secure each pre-school or school age rider when boarding the bus.

### **LEAVING THE BUS - P.M.**

1. You or a person responsible for the rider should be home no later than 3:00 p.m. each afternoon. Due to absenteeism, the bus will arrive at your home earlier than expected in the afternoon. If the driver finds no one home to accept the rider, the driver will contact the Transportation office, the parent/guardian will then be contacted. If no contact is made, the bus will proceed on the route and come back at the end of the route. Please see last page for additional information when no one is home to accept the rider.
2. It is the responsibility of the parent/provider to help the rider get off the bus.

## **WHEN TRANSPORTATION MUST BE CONTACTED**

If the rider becomes ill, or for some other reason will not be attending School, notify Transportation as soon as possible. Transportation follows the Schools Infectious Disease Policy.

When the rider is ready to return to School following an absence, notify Transportation. If the rider missed a day, the bus will not stop again at your home until Transportation is notified.

If the rider becomes ill in the morning after 6:45 A.M., but before pick up time, call Transportation Office, (740) 652-7228, to report the absence and we will notify the driver not to stop.

All instructions concerning transportation should be made directly through the Transportation Office. (740) 652-7228.

## **CHANGE OF ADDRESS**

If you are planning to move, please contact the Transportation Dept. as soon as you have decided upon a moving date. Early notification of address changes will allow for transportation to schedule service from your new address.

When you change your address, phone number, etc, Transportation must be notified by calling (740) 652-7228. New forms may be required due to any permanent change of service.

## **BUS RULES**

The following rules are designed to make transportation as safe and comfortable as possible. They are to be strictly adhered to.

1. Riders are not to have in their possession such items as: toy guns, or any other sharp and/or dangerous article. Any large toys, such as dolls, cars, radios, need the approval from the Transportation Office.
2. No food or drink is to be consumed on the bus.
3. Riders boarding the bus must be fully clothed, including shoes and socks.
4. Animals are prohibited on the bus.
5. If a rider gets sick on the bus with vomiting and/or diarrhea, the student must remain home and is not allowed to ride the bus until he/she has been without fever, vomiting or diarrhea for a full 24 hours without medication for treating such conditions. If the student experiences any of these during the night, he/she must not be sent to school the following day.

6. If, for any reason, a rider cannot ride the bus home because of illness, injury or behavior, you will be notified and expected to pick up the enrollee. If the rider is in a wheelchair, the bus will not bring the wheelchair to the house without the rider.

The procedure PETERMANN shall follow if a parent or other is not home to receive the rider, is as follows:

1. Attempt to call the parent/guardian first. If no response, emergency numbers will then be contacted. The driver will continue with the route and bring the rider back to the home.
2. If no one is at the house at the end of the driver's route and no contact has been made, the driver will bring the rider back to Forest Rose School or the Fairfield County Board of Developmental Disabilities.
3. Parent/guardian shall be contacted to pick up the rider at Forest Rose School or the Fairfield County Board of Developmental Disabilities.
4. If parent/guardian still cannot be reached, authorities shall be contacted to take custody of the rider.
5. Any exceptions to this procedure shall be cleared through the Transportation Office.

All riders will be returned to the same location at which they boarded the bus. Limited bus space prohibits us from delivering riders to a location other than where he/she boarded. If the rider is staying with someone else, the Transportation Office must be provided with the name, address, and phone number of the person at least three days prior to the change so arrangements can be made.

If you have any questions regarding transportation, please call the Transportation Office at (740) 652-7228.

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