



St. Mary's County Public Schools

Report of Parent/Guardian Not Present at Bus Stop

On _____ at _____, there was not a responsible person (at least 13 years
Date Time
old) to meet _____ at the bus door.

Kindergarten/Pre-Kindergarten Student's Name _____

School student attends: _____

Details of Incident: _____

Action Taken By Driver:

Student **was was not** returned to school for parent/guardian pickup.

Circle One

Extra driver time incurred: _____ Extra mileage incurred: _____

Details of Action: _____

Driver's Name _____ Sign _____ Bus Number _____

Administrator Action:

First Incident: Parents will be notified by the principal to come and pick up their child from the school. The school administrator will discuss this concern with the parent.

Second Incident: The regulation will again be reviewed with the parent. The school administrator will mail a follow-up letter to the family indicating that a third incident may result in loss of transportation privileges.

Third Incident: Transportation privileges will be revoked at that time. A written notice will be mailed to the family by the principal.

Details of Administrator's Action: _____

Administrator's Signature _____ Date _____

Required CC: Department of Transportation
Contractor
Driver
Parent/Guardian