

# J.O. Combs Unified School District #44

## Special Needs Transportation Guidelines

### For Parents and Caregivers

For a safe and timely travel with your child in mind, we are requesting your cooperation in the following areas:

1. Please have your student ready ten minutes prior to scheduled pickup time. If the bus has not arrived within ten minutes after scheduled pickup time, call the Transportation Department at (480) 987-5309 option 1. Transportation Guidelines states that the driver will wait an additional two minutes past the scheduled pickup time and call dispatch before departing.
2. Per state and federal laws, no medication or items that cannot be secured be transferred in a school bus. This includes diapers, drinks, food, snacks, or any loose items that can spill or cause a tripping hazard.
3. Anytime your child will not need transportation to school or from school, please call dispatch at (480) 987-5309 option 1. If no one is home to receive your child and we are unable to reach anyone by phone, the driver will return your student to school and you will need to have someone pick them up there.
4. It is necessary to know who has authorization to receive your child. Please contact dispatch and provide the names of individuals authorized to receive your student. The driver and aid will not release your child without the presence of an adult at home, so please make your presence known to the driver.
5. Please provide dispatch with any changes pertaining to your student's transportation, i.e., new address, changes to phone numbers, changes to caregivers, etc. Please notify dispatch immediately as it could take 3 to 5 days to change the route and contact all the parents with times.

Please note: Pickup and Dropoff times can vary due to bus breakdowns, absences, and traffic.

Thank you for your consideration and helping us provide safe and efficient transportation for our students.

**J.O. Combs Unified School District #44**

**Transportation Department**

**(480) 987-5309 option 1**