



FROM THE DESK of Jose R Torres
Transportation Department
Mattituck-Cutchogue UFSD

To the Parent(s) and Guardian(s).

PROCEDURE WHEN BUSES ARE UNABLE TO REACH SCHEDULED BUS STOP

ALTERNATE PLAN FOR UNREACHABLE BUS STOP

Conditions affecting the driver's ability to drop students at regularly scheduled stops include Ice, Snow, Floods, Detours, Construction, any reason the driver cannot take a road to reach a bus stop. Please talk to your bus driver to set up a designated stop.

- 1) The driver will call the Transport Office with the following information:
 - a. Names of students the driver cannot drop off at their proper bus stop.
 - b. Location of stops and location of alternative stop where parents may meet the bus.
- 2) The driver will give the Transportation Office enough time to call the school, so that the school may reach out to parents or Guardian with the information.
- 3) The driver will not let any student off the bus unless the Parent or Guardian is present, and the student identifies the person waiting to receive them.
- 4) The driver will return the student to the school at the end of bus run if no Parent or Guardian is present at an alternative stop.
- 5) The driver will radio the Transportation Office to inform the school of students being returned (allowing the school time to contact the parents).