



Transportation Policy

In order to provide a safe environment for your child, please review the policy guidelines listed below.

Completion of the Transportation Registration/Authorization Form means that you and your child(ren) understand and agree to these policies.

Scheduled Routes: Traffic permitting, the transportation drivers have been instructed to adhere to the scheduled arrival and departure times as best they can. Since traffic conditions may result in arriving before/after the scheduled stop, it's expected that students and parents be at the stop at least 5-10 minutes before the scheduled stop to allow sufficient time to board.

Drop-off Permission: Lower school students (K-3) cannot depart the vehicle without proper authorization and a parent, guardian, authorized adult, or older sibling present. If your child does not have written permission to get off the vehicle without a parent present (provided to Sue Crowther at least 24 hours in advance), and the child has not been met, he/she will be returned to school (or you can go to the next scheduled stop and pick up your child there). If the driver brings your child back to school, your child will be taken to the After School Club. A "return trip" fee of \$150.00 will be assessed, and this amount will appear on your next billing statement.

Student Conduct: All policies and procedures as outlined in the Student Parent Handbook are in effect while students ride the vehicle. In addition, each student should adhere to the following rules:

- Students must sit facing forward and remain seated with seatbelts fastened at all times.
- The driver will enforce seating based on ridership roster.
- Changing seats is not allowed when the vehicle is in motion.
- Keep all body parts inside the vehicle and never throw items out the windows.
- Eating and drinking (other than water) are not permitted on the vehicle.
- Shouting and yelling is not permitted.
- Cell phones should be used for emergencies only.
- Before leaving the vehicle, clean up your space including the seat and floor.
- Special items such as live animals, large school projects, breakable jars and containers are not allowed on the vehicle. Please make other arrangements to transport these items.
- Respectful and appropriate language and behavior are required at all times at the transportation stop, in the vehicle and when departing the vehicle.

Student Discipline: The driver will contact the appropriate Division Head if a student rider is not following the rules listed above. After two warnings, a student may be suspended from riding for several days, the remainder of the semester or the remainder of the year without a refund.

Transportation Changes: If you wish to make any transportation changes, please provide 24 hours advance written notice to the front office and your child(ren)'s teacher.

Communication: If you have any questions or concerns, please notify the appropriate school division head directly to discuss your concerns if student related. For general questions, please contact Sue Crowther at (415) 472-8000 or scrowther@markdayschool.org.

Emergency Communication: In the event of a late vehicle, a vehicle breakdown or other transportation event, Mark Day School will notify families by text message if the event occurs less than 24 hours in advance or email if the event occurs 24 hours or more in advance.

Payment/Billing: Transportation will be billed via your FACTS account directly after registration, unless otherwise communicated. No refunds after registration.

If you need to change your contact information, please contact Sue Crowther at (415) 472-8000 or scrowther@markdayschool.org.