

**BUSD TRANSPORTATION DEPARTMENT
TRADITIONAL KINDERGARTEN, KINDERGARTEN STUDENTS SCHOOL
BUS RIDERSHIP GUIDELINES**

We, at BUSD Transportation understand the unfamiliar experience for early age children attending school for the first time and difficulty for anxious parents surrendering the care of their child to a literal stranger driving a school bus. Seeing that giant yellow bus motor up the street can be exciting for a child. If you and your child are comfortable with what's going to happen, then you both will have a smooth start to their bus-riding years. It is BUSD Transportation Department priority to make sure we make all Berkeley students feel welcome and enjoy their busing experience.

The Guidelines for School Bus Ridership for Berkeley Traditional Kindergarten, Kindergarten Students are as follows:

- a. All eligible kindergarten students are scheduled on a morning bus route that includes 1-5 grade level students, and a separate afternoon bus route based on the bell release time from the school origin of enrollment. Kindergarten students will not be schedule to ride on a bus route at any other time except on the minimum day schedule that includes 1-5 grade level students.
- b. All eligible traditional kindergarten students maybe scheduled on a separate bus route in the morning if permitted, and afternoon bus route based on the bell release schedule from the school origin of enrollment (i.e. Hopkins & Franklin Early Education Schools).
- c. Parents, students are required to be at the bus stop five (5) minutes prior to their pickup time and parents shall be present to meet the bus at least five minutes prior to the drop off time. At times expect potential delays due to issues at a prior bus stop, poor weather conditions, traffic flow, etc. Allow the bus drivers the travel time needed to drive the bus in a safe, professional manner arrive at the bus stop in a timely matter.
- d. For traditional kindergarten, kindergarten students' safety, an authorized adult/parent must be present to receive their child from the school bus. If no authorized adult/parent is present to receive the student from the afternoon bus they will be returned to their school of origin.

- An authorized person would be anyone listed as an emergency contact. Please make sure that you list anyone you would like to be authorize with your student's school as well. A note may be provided to the bus driver to authorize someone other than those listed as an emergency contact to receive the
 - student. The bus driver will contact the dispatch office for verification and approval to release the student.
- e. Assigned bus drivers cannot change or add stops to their routes; any changes shall be approved by BUSD Transportation Department route schedulers or management. Each school bus driver is provided with the most current morning, afternoon and midday route sheet that includes school of origin, students' names, bus stop location and time. For traditional kindergarten, kindergarten students, bus drivers are provided with a phone number on the route sheet for emergency purposes only.
- f. After School Care Programs - Transportation to an after-school care program is not a guaranteed service and will be provided on a space availability basis for non-eligible traditional kindergarten and kindergarten students. All eligible students will be scheduled to their designated bus stop until we're notified with their name on the attendees list for the after-school program.

If you have any questions about your child's bus transportation, please feel free to reach out to our office at 510.644-6182 for assistance. Thank you.

Note: BUSD Transportation Department does not set the bell schedules for Berkeley school sites.