



## YALE PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT DISTRICT ISSUED PERMISSION TO DROP FORM

Dear Parents/Legal Guardians;

Yale Public Schools Transportation Department holds the safety of the students we transport as our first priority. In order for us to meet this priority, we ask for the parents/guardians assistance to complete this endeavor.

While we are not legally responsible for the welfare of your child(ren) before they are picked up, while at the bus stop, and after they are delivered to their designated bus stop at the end of the school day, it is our procedure that we do not drop off Pre-School through 5<sup>th</sup> grade students without making sure a responsible person is visually seen when they are dropped off at their designated location. We also understand that a parent and/or responsible caregiver cannot always be visible due to unexpected, unforeseen circumstances.

If you find it is not possible for a responsible person to be visible or on site to receive your child/children at their designated bus stop location, but you feel the child/children are capable of being dropped off without a responsible person visually seen, or your child/children are capable of staying alone, you may fill out this form to authorize an exception to our procedure allowing your child/children to be dropped off without a responsible person being visually seen. Please read it carefully, fill it out properly and return it to the Transportation office or the Bus Driver.

**PLEASE NOTE THE FOLLOWING:**

- ***This does not apply to scheduled ½ days or in the event of an emergency dismissal (bomb threat, inclement weather, and building problems) your child/children will not be dropped off unless a parent/responsible caregiver is visually present, or verbal permission is given when parent/guardian contact is made.***
- ***This does not apply to a Pre Sch/DK/KDG student that is alone with no older siblings, a responsible person will need to be visual at the designated bus stop at all times.***
- ***If at any time the bus driver has a concerned with an unsafe situation at the bus stop of your child/children they will not be dropped off, parent/legal guardian will then be contacted in regards to the concern.***

**I hereby authorize the bus driver to leave my child/children whose name(s) are listed below at his/her designated bus stop without a responsible person being present and visually seen by the bus driver. I assume total responsibly for the child/children and will hold harmless the Yale Public Schools, staff or Board of Education Members for any related safety issues.**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Address/Location of Bus Stop: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
DATE

**My signature above certifies that I am the legal parent/guardian of the named students, I have all my emergency contacts up to date with the school and transportation department and fully understand the safety concerns of this authorization.**

<b>FOR OFFICE USE ONLY:</b>	Parent/Guardian Verification _____	Date _____	Route # _____	Approved/Initials _____
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