



OFFICE OF PUPIL TRANSPORTATION

44-36 Vernon Boulevard 6th Floor
Long Island City, N.Y. 11101
(718) 392-8855

PARENT NOT AT HOME POLICY

Dropping Off a Child When the Parent or Guardian is Not at Home or the Child Refuses to Leave the Bus

In the event the school bus arrives at a student's destination and there is no adult at the stop to receive the student, OPT has developed the procedures outlined below.

Special Education

As a standard school practice in special education transportation, parents and guardians complete an emergency contact form that identifies the adults who are authorized to receive students from the bus. Drivers may ask for identification before releasing a student. For a student receiving door-to-door service, if an authorized adult is not present, the following procedures will be followed:

- The driver will drop off the other students on the bus route and then return to the student's home stop.
- If an authorized adult is still not there, the driver will radio the dispatcher who will contact OPT to determine if there is a pre-existing agreement to return the student to the school.*
- If there is no agreement, the dispatcher will contact 911 and the police will determine the best course of action.
- If the student's stop is the final one on the route, the driver will radio the dispatcher who will contact OPT to determine the appropriate waiting time before calling 911.

General Education

For a student receiving stop-to-school service, the following procedures will be followed:

- Any student, regardless of age or grade, will be allowed to get off the bus at the designated stop **unless** they inform the driver that they want to remain on board. If, at the end of the route, students remain on the bus, the driver will return the students to the appropriate stop.
- If a parent or guardian is still not at the stop, and the student chooses not to leave the bus, the driver will radio the dispatcher who will contact OPT to determine if there is a pre-existing agreement to return the student to the school.*
- If there is no agreement, the dispatcher will contact 911 and the police will determine the best course of action.
- If the student's stop is the final one on the route, the driver will radio the dispatcher who will contact OPT to determine the appropriate waiting time before calling 911.

*** The procedures listed above are standard OPT practices. School principals or transportation coordinators may contact OPT if they wish to request a different "Parent Not At Home" policy for their school.**