

**Student Transportation Policy**

In order to make preschool more accessible to Harrisburg families who wish to enroll their 3 and 4 year old children in Trinity Preschool, the preschool has established the following policy and procedures for safe transportation.

Student/Family Eligibility and Responsibilities

* Child must be enrolled full time in the Trinity Preschool and have a 90% attendance record.
* Child must be a recipient of a Trinity Preschool scholarship. If child is not a recipient of a preschool scholarship, parent must pay $5.00 per week for the cost of transportation.
* When vehicle is moving, the child must be secured at all times in a Child Safety Restraint System (suitable for the child’s weight and age) that meets applicable Federal Motor Vehicle Safety Standards and that has been supplied and property installed by Trinity Preschool personnel.
* Child must be able to follow instructions from the driver and/or the teacher, or the responsible adult assigned to participate in the transportation event.
* Child must be a resident of the City of Harrisburg; however, priority transportation will be provide to children who live in the Camp Curtin Neighborhood (defined by Maclay to Radnor Streets, Logan to 7th Streets), but are located too far for the safe and timely walk to school.
* Transportation is provided on a first-come, first-served basis.
* Child must be ready 10 minutes prior to scheduled pickup time.
* Parent/guardian or childcare provider must deliver to and pick up child from the transportation vehicle.
* Parent or guardian must supply alternate drop off site/and backup phone numbers should an emergency arise.
* Guardians of children using Trinity Preschool provided transportation services must sign a liability waiver. See Attachment A.
* Consent forms must be signed by a parent/guardian before services begin.
* Parent/guardian must call driver one hour prior to pick up to waive that day’s service.
* Once a drop off/pick up site is established, no changes will be made unless parent/guardian moves or there is a change in child care provider.

Preschool Responsibilities

* Trinity Preschool will create a written plan on evacuating preschool age children and other passengers in CSRSs in the event of an emergency. This written plan will be provided to drivers, lead teachers, assistant teachers, volunteers and other adults who may accompany the children.
* Evacuation drills will be practiced on a regular basis.
* All personnel involved in transporting children are trained in evacuation and emergency procedures, including those in the written school bus evacuation plan.
* Trinity Preschool will ensure the periodic maintenance, cleaning and inspection for damage of child restraints.
* Trinity Preschool will carry liability insurance for the children and for the vehicle used for transporting children.
* Provide adult to meet vehicle upon arrival and dismissal of school.
* Responsible for determining eligibility of students, tracking attendance, and making decisions to stop service.

Liability

* Trinity Preschool has the right to refuse/discontinue services if serious and/or irresolvable problems occur.
* After three no call/no shows in a semester, the child will be removed from the permanent transportation schedule and the parent will have to call to request to be added back on if space permits. Parent/guardian will be responsible to pay $10.00 before being placed back on the list.

Transit Provider Responsibilities

* Maintain checklist of all children riding the bus, the preschool and providers addresses, and a list of contact information, in case an emergency would arise.
* Insure appropriate background checks on drivers.
* Provide safe transportation for Trinity Preschool students.
* Provide timely pickup and drop off services.
* Collaborate with preschool/child care providers.

Attachment A

**Transportation Policy Signature Page**

I have read and accept the Trinity Preschool Student Transportation Policy

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Parent Signature Date

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Parent Signature Date

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Child’s Name

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Pickup Address Phone

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Drop off Address Phone

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Parent/Guardian Name Phone

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Address

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Emergency Contact Phone

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Emergency Contact Phone