

Washington South Supervisory Union
Roxbury School District

ROXBURY STUDENTS – BUS PROCEDURES

Effective: January 18, 2012

In the event that the Roxbury bus is unable to drop off a Roxbury student, the following procedure will be used:

- If a Roxbury student is not dropped off, the driver will notify Student Transportation of America while the bus is still in route.
- If notification is before 3:15, STA will call the Roxbury Village School (802-485-7768). STA will also call Northfield Elementary School (NES) (802-485-6161) in the event they will need to assist. After 3:15, STA will automatically call NES.
- If there is someone at the Roxbury Village School, they will attempt to reach the parent or emergency contact.
- In the meantime, the bus will be arriving at the Northfield Schools and there needs to be communication back to STA if the parent has or has not been reached.
- A decision as to whether the child stays on the bus and is transported back to Roxbury or the student stays at NES will need to be made. Do not assume the child rides back out to Roxbury.
- If there is no one at the Roxbury Village School, and the parent has not been reached, the child should be left at the NES office. NES will continue to try to contact the parent. NES can notify the WSSU office if the parent is unable to be reached by 4:30.
- If neither school can be reached STA will call the WSSU office (804-485-7755).