

## TRANSPORTATION

### A. AUTHORIZED PICK-UPS

If a child will be leaving school with anyone other than the parents or those permanently authorized on the school form (to play or study at a friend's, for instance), a note for that day must be sent to the school office prior to the student's departure from school grounds. Parents may sign a permanent authorization form for students to leave ECA without special permission.

### B. VAN PROCEDURES

While the majority of families that use ECA vans receive door-to-door, or school-to-portería, service, the school may not be able to offer this service to all areas of the city. Half-routes must be approved by the transportation coordinator according to space availability and on a first-come, first-served basis. The availability of a half-route may not be able to be confirmed until after the first 2 weeks of school.

Students should be outside and ready when the van comes for morning pickup. In special cases, the drivers will wait a maximum of 3 minutes after the pickup time at each stop.

After school, students should be seated in the vans no later than 8 minutes after dismissal so all vans can leave promptly 10 minutes after dismissal. Van riders may not play or linger after school but must go straight to their vans.

A written request to change from one route to another, to change bus stops within the same route, to temporarily use the route (this request must be accompanied by \$4.000) or any other change of transportation must be handed into the school office at the latest by 10:00 a.m. on the day of the request. Please mark the requests: "TRANSPORTE."

Requests for changes will be approved by the transportation coordinator with a pass that the student will present to the van driver to get on a van or get off at a different address. If the request is not approved, the transportation coordinator will call the parents and return the denied written request to the student before noon.

Transportation is offered as an optional service. The school reserves the right to suspend students from school transportation for inappropriate behavior or for non-payment of bills.

### C. CONDUCT IN SCHOOL VANS

1. Drivers and van monitors must be obeyed immediately and treated with respect.
2. Students need to use seat belts.
3. No shouting out windows or calling attention to our vans by trying to communicate with pedestrians or people in other vehicles.
4. No body parts or possessions should be out of the windows.
5. No purchasing from street vendors is allowed.
6. Students are to obey school rules on the vans.
7. Only Christian or instrumental music should be played on the van's stereo system, with the driver's permission. Radio stations should be chosen with discretion. Music containing vulgarities or messages that go against the school's Christian philosophy should not be

played. Parents are responsible for assuring that music brought on personal AV equipment (iPods, Walkmans, MP3's, etc.) does not offend others and is edifying.

#### D. VAN DISCIPLINE PROCEDURES

The transportation coordinator will work with the administration to deal with inappropriate van behavior. For minor offenses, the following procedure will be used:

1. Driver or monitor will talk to the student regarding the problem.
2. Transportation coordinator or administrator will talk to the student, and appropriate in-school consequences will be given, usually a detention, and parents will be notified and asked to talk with the student.
3. Student will be suspended temporarily from the van.
4. Student will be suspended permanently from the van.

(Revised, November 2010)