



MEMORANDUM

TO: Building Principals and Administrative Assistants

FROM: Richard Pugh, Director of Finance

SUBJECT: Bus Protocol for After School Hours

DATE: June 29, 2021

Listed below is the bus protocol for after school hours:

1. Building principals are to make staff aware of who is in charge when they are out of the building should an issue surface with a bus and/or student(s) after school hours.
2. Please call dispatch at Dean Transportation at 319-8360 for general education issues and 319-8370 for issues involving special education.
3. If there's an emergency after 5:00 p.m., the school principal, secretary, or staff person in charge should contact ELPD (911). ELPD will make contact with Dean Transportation.

If you have questions, please let me know.

RP/ms

cc: Annette Adams, Dean Transportation