

# **BUS SERVICE PROCEDURES**



The transportation company, **Servisair LLC, Transportation Management Services (631) 737-0600** has provided guidelines for transportation. This is to be used as a reference for transportation services. Please read carefully.

The safety of your child being transported to and from school is of the utmost importance to all of us. Please be aware of the following procedures:

## **LATE BUS:**

- ***If the bus is late, please call the bus company at ( 631) 467-3660.***  
They can radio the driver for their location and approximate arrival time. When you call the school first, we have to call the bus company and go back and forth with calls to you. By calling the bus company directly you will get the information from the bus company without waiting.

## **EMERGENCY CLOSINGS:**

- If **your** school district is closed because of snow, the bus company cannot go into that area to pick up your child. If NIS is open for the day, you will have to drop off and pick up your child.

## **DAYCARE CLOSED:**

- All parents who have children attending Daycare will be responsible to be at their Daycare location site to meet the bus for pickup or drop off if their Daycare is closed. The bus company can not transport to other addresses.

## **EMERGENCY DROP-OFFS:**

- Only three (3) emergency drop-offs are permitted during the school year.
- NIS must follow mandated regulations by releasing your child to only the people that you have listed on the emergency pickup/drop-off authorization form,
- If you know that you are unable to meet your child when being dropped off, please make arrangements to have someone from your emergency pick-up/drop off meet your child when they arrive home. The person taking your child off the bus **MUST BE AT LEAST 16 YEARS OF AGE AND SHOW THEIR PHOTO IDENTIFICATION** to the bus driver.
- Your child can only be released to the people listed on the emergency pickup and drop off authorization form. Be sure to list any person who might have to take your child off the bus.
- Should you decide to change your emergency list, it must be done in person at the school. The letter must be on file at NIS within an appropriate time so they can inform the bus company of the change.