

To ensure the safety of all students with special needs, the LCPS Transportation Division requires that parents, guardians or other authorized person(s) of students utilizing a Special Needs Bus must bring an ID with them to meet and receive the student at the location of their PM bus drop-off and have it readily available.

LCPS bus teams have been instructed to request an ID each day to confirm the identity of the adult responsible for receiving the student. Students may be returned to the school if the caregiver at the bus stop cannot be confirmed as a designated person authorized to pick up the student.

Students with the appropriate documentation on file from the school and transportation may be released without a guardian.

Answers to questions you might have about this procedure:

1. My bus team knows me – do I still have to bring it every day? Yes – our bus teams get to know the parents of students on their routes and enjoy seeing them at drop off; however, if a sub team is supporting your student that day, they want to ensure that they are releasing a student to the correct person – especially for students who are non-verbal or for situations where a custody agreement is in place.

2. Why can't I just tell my bus team who can meet my child? To ensure that Transportation has the most up to date information about a student's authorized guardians, that information is submitted in the Phoenix Student Information System and then transmitted electronically to the tablet on the bus. If a substitute bus is being used, having the information on the student's profile allows transportation to ensure they always have the correct information for students.

3. My student can get off the bus without an authorized person present, how do I authorize this? Approval to release without a guardian at the stop can be requested by the parent but must be approved by the school staff who are familiar with the student. If the school provides this approval, the guardian will need to sign an authorization to release form that will be kept on file.