



## PROCEDURE M-2

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### SUBJECT: MISSING STUDENTS

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Children may be reported missing for a variety of reasons:

1. They may board the wrong bus at the School
  2. They may get off the bus at the wrong stop location
  3. They may get off the bus at the wrong School
  4. They may never get off the bus at all
- A School Bus Driver who becomes aware that a student has boarded the wrong vehicle should notify their dispatch immediately with the student's name, the School the student attends, and wait for direction from Dispatch.
  - Dispatch shall contact the School the student attends as soon as possible and advise them we have the student(s) on an incorrect route.
  - If this occurs on the way to School dispatch should advise the School Bus Driver to keep the student(s) on the bus, continue on with the route and then transport the student(s) to their correct School after they have completed their regular route.
  - If this occurs on the way home from School and a student has boarded the wrong bus the dispatch shall notify the School immediately. Arrangements should then be made to ensure the student(s) is(are) either returned to the School or transported to the usual drop off point.
  - In the case of elementary students, they should be met by a guardian or escorted by the School Bus Driver into the School when arriving late.
  - Call the HPSTS General Manager or designate.
  - Call 9-1-1 if all above attempts fail.