**PARENT TRANSPORTATOIN AGREEMENT**

Dear Parent/Guardian/Unaccompanied Youth,

Your child(ren) or you, (as an unaccompanied homeless youth), are currently eligible for services through the McKinney-Vento program. Per the McKinney-Vento Homeless Assistance Act, transportation will be provided to your child(ren) or you, (as an unaccompanied youth), to and from school.

The following describes our agreement with you regarding transportation:

**Pick-Up**

Students must be at the bus stop, or selected location at the time provided **[Insert Time]** by the transportation department. Drivers can wait no more than 3 minutes from your scheduled time.

**Drop-Off**

An adult pre-approved by parents and guardians must be present at the bus stop or selected location to pick-up students too young to be left unsupervised. The transportation department will provide the time that the adult must be present for pick-up of students. Parents and guardians must notify the liaison or the transportation department if an adult, other than the parent or guardian, will be picking up the student. **[Insert Drop Off Time]**

**Communication of Absences**

If a student is going to be absent from school and therefore does not need transportation for part or all of a day, parents or guardians must call and inform the designated driver no later than [Insert Time] a.m. on the day of the absence. This allows the driver to adjust the route accordingly.

Driver’s Name: **[Insert]**

Driver’s Phone Number: **[Insert]**

Van/Bus Contractor, Name and Number: **[Insert]**

**Violating the Pick-Up, Drop-Off, or Communication of Absences more than [Insert Number] times could result in the loss of transportation services or other consequences.**

**Behavioral Expectations**

Students and parents are expected to follow the **[Insert District Name]** policies for student behavior. Disciplinary actions for students who violate the behavior policies will be followed, as they are for any student in the district. Parents are also being held to a code of behavioral expectations. The following situations will not be tolerated:

* Threatening, in any way, towards another adult or child.
* Damaging or destroying school property.
* The use of physical, verbal or written aggression towards another adult or child.

If [Insert District Name] fails to provide the agreed upon transportation services, the liaison should be contacted. Your liaison is **[Insert Name]** and may be reached **at [Insert Contact Info].**

If a student’s residence changes, the transportation department must be contacted immediately to allow for transportation to be arranged. Transportation requests and changes may take up to **[Insert Number]** days to be routed. Temporary transportation may be provided while routing is arranged. The transportation department may be contacted at: **[Insert Info].**

Please sign below to acknowledge that you understand and agree with these expectations and terms.

Parent/Guardian/UHY Name (Printed) Signature Date

Name of LEA Homeless Liaison (Printed) Signature Date