9.4.16

LATE BUS FORM

BUILDING: _____

REPORTED BY: _____

After documentation has shown that a certain bus or buses are late, share with the administrator and ask that they call the bus garage for assistance. Also include any other important information in the comment section. This is to be submitted to KEA and your principal when the problem has been a pattern.

A	**B**	**{ C or D or E or F or G }**					**H**	**I***	**J***	**COMMENTS**
Date	**Bus Number**	**Bus is late in the morning getting to school**	**Bus is late for "noon" pick up**	**Bus is late for "noon" drop off**	**Bus is late for pick up on HALF days**	**Bus is late for pick up on FULL days**	**Bus arrival time**	**My building administrator has been notified (date)**	**My building administrator has contacted Transportation (date)**	

	Elementary	**Edison, Lincoln, Woodward Elem. Schools**	**Middle School/ High School**	**Linden Grove Middle School**	**Phoenix High School**
Teacher Report	8:40	8:00	7:25	8:03	7:20
Tardy Bell	8:50	8:10	7:33	8:18	7:28
Student Dismissal	3:50	3:10	2:20	2:58	1:00
Teacher Day Ends	3:55	3:15	2:30	3:08	2:25