

Appendix 7.A Transportation Memorandum of Understanding

[Insert School District Name]

TRANSPORTATION MEMORANDUM OF UNDERSTANDING

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 by the transportation department. Drivers can wait no more than [X] 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.

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 [X] a.m. on the day of the absence so the driver can adjust the route accordingly.

Driver's Name: [Insert]

Contact Phone Number: [Insert]

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.

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 by [Insert Time] to allow for transportation to be arranged. Transportation requests and changes may take up to [insert number] days to be routed, so 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.

Date	Parent/Guardian/UHY Name (Printed)	Signature
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Date	Name of Liaison (Printed)	Signature
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