



# Heart to Heart Christian Academy

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Student Transportation Policy – Entire School Year 2025-2026

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Jacksonville, FL 32221  
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## **Purpose**

The goal of our transportation service is to provide safe, timely, and respectful travel for all students. To ensure efficiency, parents and students must strictly follow the guidelines below.

## **Pick-Up & Drop-Off Procedures**

- Morning Pick-Up: Students must be at their designated pick-up location at least 5 minutes before the scheduled time.
- No Waiting Policy: The van driver cannot wait for a student who is not ready or visible at the time of pick-up. Delays affect every family on the route.
- Afternoon Drop-Off: A parent/guardian (or authorized adult) must be present to receive younger students. Older students may be allowed to walk home only with written parental permission.
- Missed Pick-Ups: If a student misses the van, it is the parent's responsibility to arrange transportation. The van will not return.

## **Student Behavior Expectations**

1. Seating: Students must take a seat immediately upon entering and remain seated until arrival.
2. Seat Belts: If seat belts are provided, they must be fastened properly at all times.
3. Noise Level: Voices should be kept low. No shouting, singing loudly, or playing loud music.
4. Respect: Students must speak respectfully to the driver and peers at all times.
5. Safety Conduct: No pushing, fighting, rough play, or distracting the driver.
6. Objects: Nothing may be thrown inside or outside the vehicle.

## **Items & Belongings**

- No food, drinks, or gum are allowed on the van to maintain cleanliness and safety.
- Students are responsible for keeping personal items with them. The school is not responsible for lost or stolen items.
- Sharp objects, large sports equipment, or anything that may block the aisle or seat space is not permitted.

## **Parent/Guardian Responsibilities**

- Ensure children are ready and waiting at their pick-up location each morning.
- Ensure an authorized adult is present at the afternoon drop-off (for younger students).
- Communicate promptly with the school about address changes, schedule changes, or transportation needs.
- Transportation fees must be paid in full and on time for continued service.

## **Consequences for Misconduct**

- First Offense: Verbal warning by driver or staff.
- Second Offense: Written notice sent home to parent/guardian.
- Third Offense: Temporary suspension from transportation services.
- Severe Behavior (fighting, disrespect, safety hazard): Immediate suspension and possible permanent removal from transportation services.

## **Agreement**

By using Heart to Heart Christian Academy transportation, parents/guardians and students acknowledge and agree to follow these rules. Consistent cooperation ensures that every child enjoys a safe and reliable transportation experience throughout the school year.

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Print Parent/Guardian Name

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Parent/Guardian Signature

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Date

Parent/Signature Initial: \_\_\_\_\_ Only if this policy was explained to your child.