

**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)	

**Edison, Lincoln,****Elementary****Woodward  
Elem. Schools****Middle School/  
High School****Linden Grove  
Middle School****Phoenix High  
School**

Teacher Arrival

8:44

8:04

7:25

8:03

7:20

Student Tardy

8:50

8:10

7:33

8:13

7:28

Bell

Student Dismissal

3:50

3:10

2:20

2:58

1:00

Teacher Dismissal

3:55

3:15

2:30

3:08

2:25

