

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*	<u>COMMENTS</u>
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 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