

Procedure

File: EB

BUS BREAKDOWNS AND DELAYS

As in previous years, the following procedure is required of principals when school buses are late fifteen (15) minutes or more after the published tier time for your school's arrival or dismissal. This is a necessity because the busing contracts allow for penalties in these instances.

Information regarding the delays should be called into the Worcester Public Schools transportation office at 799-3152.

In addition to the telephone call, it will be necessary to follow through with a written notice, via E-Mail, to Mr. John Hennessey. The notice should contain the following information:

SCHOOL:

DATE:

BUS #:

SCHEDULED TIME OF ARRIVAL:

ACTUAL TIME OF ARRIVAL:

Your prompt attention to this matter would be greatly appreciated.