

# Shepherd of the Hills Lutheran Church Before & After School Program Parent Authorization for Transportation

Transportation is provided between Shepherd of the Hills Lutheran Church and **Hilltop and Riverwood schools** in McHenry, Illinois, Monday through Friday both before and after school.

Attached is the Program's Transportation Policy.

Please complete and sign this form and return to Shepherd of the Hills Before and After School Program.

I give my permission for Shepherd of the Hills Before and After School Program to transport my child \_\_\_\_\_

Print Child's Full Name

between Shepherd of the Hills Lutheran Church and

\_\_\_\_\_ during the 2024/2025

**(Please Specify Hilltop or Riverwood School year on the following days of the week)**

(also please circle AM/PM):

Monday  Tuesday  Wednesday  Thursday  Friday  
AM PM AM PM AM PM AM PM AM PM

**My child requires a booster seat. ( ) YES ( ) NO**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

## Shepherd of the Hills Before & After School Program Transportation Policy

Shepherd of the Hills Before & After School Program follows the procedures listed below to ensure the safety and well-being of all the children being transported to and from our Center.

- All drivers must have a valid driver's license, be free from serious violations, and be a minimum of 21 years of age.
- Drivers will carry a cell phone to use in emergency situations only. If it becomes necessary to use the phone, the vehicle will be pulled off to a safe location and placed in "park".
- An attendance sheet listing children to be transported will be in the driver's possession. The driver will identify each child, mark them present and accounted for, before leaving for a location, upon arrival, and after unloading passengers from the van. Doors will be kept locked during transportation.
- Emergency contact information, emergency medical treatment, consent forms, as well as physician's names and phone numbers will be with the driver at all times during transportation.
- Driver will check the van for fuel, safety issues, cleanliness and turn the vehicle alarm on before children board the vehicle.
- The driver will physically and visibly walk to the rear of the van to check aisles for children or belongings before turning off the alarm and exiting the van at the location and verify with signature.
- Parents of a child that is absent without prior parent notification will be contacted to verify the absence. In case of tardiness, the parent will need to provide their own transportation.
- Any child not required to be in a car safety device will always be properly restrained in a seatbelt. • Seatbelts will never be shared.
- Children will never be seated in the front seat.
- No child will be left unattended in the vehicle.
- When children have reached their destination they will remain in an adult's custody. There will be no drop-off at the school unless the school's supervision is present and acknowledges the children's arrival.
- No stops will be made to and from a destination. Transportation will only be provided between Edgebrook, Duker and Riverwood schools. We do not provide transportation to a home.
- A first aid kit, flashlight, insurance information as well as necessary emergency phone numbers are carried in the van.