



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS EUROPE
ISLES DISTRICT
TRI-BORDER STUDENT TRANSPORTATION OFFICE
C/O AFNORTH IS
UNIT 21606
APO AE 09703



October 31, 2012

MEMORANDUM FOR SPONSORS AND BUS RIDERS

SUBJECT: Getting familiar with your bus stop

The Tri-Border School Bus Office (TSBO) would like to remind sponsors that it is important for your child to be familiar with his or her school bus stop.

We ask that sponsors discuss and familiarize their children with their bus stop. Besides pointing out familiar objects to your child to look for, sponsors should ensure that children understand what to do when they are at a stop that they are not familiar with.

Sponsors should educate their children to remain on the school bus when no one is present to accept the child or when the bus stop seems unfamiliar. The bus company and the TSBO have procedures in place that will ensure that the students get to their bus stop in a safe and timely manner when a student remains on the school bus. The bus is the safest place for your child.

We recommend a student stay on the bus and not get off when:

- The bus arrives at the stop and the sponsor is not there to meet the student.
- The bus stop seems unfamiliar.
- The student has any doubt about being at the correct bus stop.
- The bus passes the bus stop or the student has missed his or her stop. (We recommend that the student not attempt to get off at the following stop.)

This list is not all inclusive and other examples should be discussed with your children. Procedures are in place to take care of your student when they remain on the bus. When a student is misplaced but is no longer on the bus it makes finding the student much more difficult and stressful for the sponsor, child and school bus office.

For additional guidance, questions or concerns, please contact the TSBO at commercial (0031) (0) 45-5278232.

(Original Signed)
MARC S. PAYNE, GS-9
Transportation Operations Specialist
COR/QAE