

PROCESS FOR PARENT/GUARDIAN TRANSPORTING OWN CHILD



On behalf of the Athletic Department, it is the expectation when transportation is provided for an athletic event, all student athletes will take advantage of transportation provided to and/or from an athletic event. In the event a parent/guardian is requesting to transport their child to/from an athletic event when transportation is being provided, the following procedures must be followed.

- Prior to allowing a parent/legal guardian to transport their child, a *Parent/Guardian Transportation Release* form must be completed and returned to the coach two school days prior to the planned activity trip.
 - **The form can be downloaded from the APS Athletic Department website at www.aps.edu/athletics.** Go to *Important Forms* link and select the *Parent/Guardian Transportation Release* form.
 - Multiple game/match/meet dates for a specific sport may be listed on the form. The dates listed must coordinate with scheduled events. If a game/match/meet is rescheduled, a new form must be submitted and approved.
 - For example, if a parent/guardian must transport their child for three of the scheduled games/matches/meets for a specific sport, one *Parent/Guardian Transportation Release* form can be completed listing the three dates the parent/guardian will be picking up his/her child. If one of the games/matches/meets listed on the form is rescheduled, the parent/guardian must complete another *Parent/Guardian Transportation Release* form listing the rescheduled game/match/meet.
- Approval and Signatures: *Parent/Guardian Transportation Release* Form
 - Athlete gives form to coach
 - Form must be completed and returned to the coach two school days prior to the event.
 - Coach signs form(s) upon approval and submits to the school athletic director for final approval.
 - School athletic director signs form upon approval
 - If school athletic director doesn't approve, he/she contacts parent/guardian and coach prior to event.
 - School athletic director keeps form(s) on file
- On the day of the event:
 - The coach must confirm with the school athletic director the list of students and the names of the parents/guardians approved to transport their child to/from the event.
 - The coach, a school administrator or the school athletic director must maintain a *Parent/Guardian Release to Transport Sign-In/Sign-Out Log* for each athletic game/match/meet and submit to the school athletic director the following school day. The school athletic director must keep the log on file.
 - **The log will be provided by the Athletic Department and it does not take the place of the *Parent/Guardian Transportation Release* form; the log is in addition to the form.**
 - The coach, a school administrator or the school athletic director must complete the log with the following information prior to departure:
 - List of students approved to be released to parents/guardians to transport their own child to/from the athletic event
 - List of parents/guardians who each student can be released to
 - **The student can only be released to the parent(s)/guardian(s) listed on the *Parent/Guardian Transportation Release* form.**
 - For example, if a student's mother completes the form but the father shows up to pick up the student, the coach cannot release the student to the student's father if his name is not on the form.
 - Parents/guardian's transporting their child to or from an athletic event **must sign their child in and/or out through the coach, a school administrator or the school athletic director by signing the *Parent/Guardian Release to Transport Sign-In/Sign-Out Log*.**
 - The coach, a school administrator or the school athletic director reserve the right to require a parent/guardian to present identification upon signing a student in and/or out.
 - Students approved to be released to their parents/guardians will be forced to ride the bus back to the school from the game/match/meet if the student's parents/guardians are not present upon the time of team departure. A coach cannot leave a student at a game/match/meet unattended (regardless of parent/guardian consent via a phone call, e-mail, text message or note) nor can the coach delay team departure to wait for a parent/guardian in route to pick-up their child.

The referenced form and log can be downloaded from the APS Athletic Department website at www.aps.edu/athletics under the *Important Forms* link.