# Transportation MOU Template Instructions

**Instructions:** Use this template as a guide when developing LEA-specific information. Before sharing, place this document on LEA letterhead, delete or update all red font areas, and provide the most up-to-date McKinney-Vento Liaison contact information.

LEAs must keep a hard copy of the transportation plan on file.

# Transportation MOU Template

<LEA Letterhead>

Dear Parent/Guardian/Unaccompanied Homeless Youth (UHY),

Your child(ren) or you, as an unaccompanied homeless youth, are currently eligible for services through the McKinney-Vento program. Per the McKinney-Vento Homeless Assistance Act, transportation will be provided to your child(ren) or you, as an unaccompanied youth, to and from school.

The following describes our agreement with you regarding transportation:

**Pick-Up:** Students must be at the bus stop or selected location at the time provided by the transportation department. Drivers can wait no more than [X] minutes from the scheduled time.

**Drop-Off:** An adult pre-approved by parents and guardians must be present at the bus stop or selected location to pick-up students too young to be left unsupervised. The transportation department will provide the time that the adult must be present for the pick-up of students; parents and guardians must notify the liaison or the transportation department if an adult other than the parent or guardian will be picking up the student.

**Communication of Absences:** If a student is going to be absent from school and therefore does not need transportation for part or all of a day, parents or guardians must call and inform the designated driver no later than [X] a.m. on the day of the absence so the driver can adjust the route accordingly.

Driver’s Name: [Insert]

Contact Phone Number: [Insert]

**Behavioral Expectations:** Students and parents are expected to follow the [Insert LEA Name] policies for student behavior. Disciplinary actions for students who violate the behavior policies will be followed as they are for any student in the district.

If [Insert LEA Name] fails to provide the agreed upon transportation services, the liaison should be contacted. Your liaison is [Insert Name] and may be reached at [Insert Contact Info].

If a student’s residence changes, the transportation department must be contacted by [Insert Time] to allow for transportation to be arranged. Transportation requests and changes may take up to [insert number] days to be routed, so temporary transportation may be provided while routing is arranged.

The transportation department may be contacted at:

[insert info].

Please sign below to acknowledge that you understand and agree with these expectations and terms.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Parent/Guardian/UHY Name (Printed) | Signature | Date |
|  |  |  |
| Name of Liaison (Printed) | Signature | Date |