



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACT NAPLES NOTE 4600
N92

11 OCT 2012

NAVSUPPACT NAPLES NOTICE 4600

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: POLICY REGARDING CHILDREN IN TRANSIT TO AND FROM DODDS
NAPLES ELEMENTARY SCHOOL

1. Purpose. To promulgate a policy regarding children in transit to and from DODDS Naples Elementary School.

2. Background. The inherent nature of Naples traffic makes it a necessity to address the issue of student pick up at off-installation bus stops. Transportation of DODDS Naples Elementary School students to and from the NAVSUPPACT Naples, Support Site school is a major undertaking contracted out by DODDS to civilian companies using civilian passenger buses.

3. Scope. For the further safety and security of our children in the third grade and below, the following applies:

a. If the bus stop is not an officially recognized daycare center or a Morale, Welfare and Recreation after-school activity site, children must be escorted to their bus stop in the morning and from their bus stop in the afternoon by one of the following persons:

- (1) Parent;
- (2) Legal guardian;
- (3) Sibling 12 years of age or older; or
- (4) Another responsible person designated in writing.

b. If the parent, guardian, age-appropriate sibling or designated adult representative is not present at the bus stop for pickup or to meet the child at drop off, the bus driver or safety attendant will contact the Student Transportation Office (STO) by phone and make a report for the former or request instructions for the latter. If necessary, when no suitable person is present to

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receive the child, the child will remain on the bus and be brought to the Naples Elementary School located on the NAVSUPPACT Naples, Support Site after the bus has completed its route. The STO will notify/contact the parent, guardian or designated representative as soon as possible to pick up the child.

c. At the end of the business day, the STO will coordinate with the parent command, NAVSUPPACT Naples Security, Fleet and Family Support Center and the Naval Hospital for the custody, safety and well-being of the child.

d. An incident report will be filed by the STO for record keeping purposes to document the incident and to ensure that proper protocols were followed to ensure the safety of the child. The School Liaison Officer will be notified of all incidents.

4. For further information concerning this policy contact the NAVSUPPACT Naples, School Liaison Officer, at DSN: 629-6549 or COMM: 081-811-6549 or the Student Transportation Officer, at DSN: 629-4481 or COMM: 081-811-4481.



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