

### Undeliverable Procedures for 2017

1. Call home/parent
2. Check Power School for additional information
3. Drive by Students Home if able
4. Call the Principal ASAP to inform of Undeliverable
5. Driver to stand by at stop/home until school AND/OR SPED Office have been utilized for contacting parents. (Return student to school if the school is near the bus stop.)
6. Call the Special Education General Line **(619)725-7700** to notify **Naomi Lewis** and **Lisa Dreyer** about the Undeliverable Student. Leave name and ID# with messenger. For Non-Public School students, call **(858)490-2770** to notify the Non-Public School manager about the Undeliverable Student.
7. Notify SDCS Police Dispatcher **(619) 291-7678 24hr**
8. If after 5:00pm drive student to Polinsky Center: 9400 Ruffin Road, SD, CA 92123  
**(619)514-4600**
9. Call SDPD **(619)531-2000** or **(858)484-3154** to meet the bus receiving custody of the student.
10. Notify Lisa Dreyer, SPED Program Manager with email [ldreyer@sandi.net](mailto:ldreyer@sandi.net).
11. When process has been completed, please DTS & email all Transportation Operations Supervisors, Transportation Manager and Director with details.