



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES NOTE 4600

**24 AUG 2010**

### 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, Gricignano 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 at the bus stop to meet the child, the bus driver or safety attendant will contact the Student Transportation Office (STO) by phone for instructions.

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If necessary, the child will remain on the bus and be brought to the Naples Elementary School located on the NAVSUPPACT Naples, Gricignano 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: 629-4521 or COMM: 081-811-4521 or the Student Transportation Officer, at DSN: 629-4769 or COMM: 081-811-4769.



R. B. RABUSE

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