DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

DoDDS-P KOREA TRANSPORTATION - Daegu

2015. 12. 30

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy #16, Unclaimed Child Procedures for Students Riding School Buses

1. REFERENCE: DoD Directive 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, 16 March 2007.

2. PURPOSE: The purpose of this memorandum is to establish procedures for the accountability of unclaimed children in Daegu American Schools (DAS) Grade 2 and under who ride school buses in the Daegu and Waegwan Area.

3. APPLICABILITY: These guidelines apply to all students Grade 2 and below attending DAS.

4. POLICY: In accordance with local policy, students Grade 2nd and below must be met by a parent/sponsor/guardian or authorized designated responsible individual age 12 and above at their designated bus stop. In all cases, students who are not met by a parent/sponsor/guardian or authorized designated responsible individual age 12 and above at their designated bus stop will be transported back to Camp George Daegu American School, Camp Walker Daegu High School, or the Camp Carroll Transportation Motor Pool (TMP).

5. RESPONSIBILITIES: Adherence to these procedures will ensure that all concerned are informed of the location and disposition of unclaimed children in a timely manner. Adherence to these procedures will work toward the safety of all students.

6. PROCEDURES:

a. School Bus Security Attendant (SA) will:

(1) Contact the Daegu School Transportation Office (STO) for Daegu American School (DAS) Students via cell phone and inform them a child was not met at the bus stop.

(2) Provide the child's name and designated bus stop.

(3) Give estimated time of arrival at the Daegu American School/Daegu High School/Camp Carroll TMP.

(4) Remain with any student transported to the Camp Carroll TMP until the

sponsor or designated family member arrives to pick the student up.

b. Daegu STO will attempt to contact the sponsor to advise him/her that the child may be picked-up at Daegu American School (DAS) or Daegu High school (DHS) or at Camp Carroll TMP.

c. DAS and DHS administration will contact Daegu STO at 15:50 if the child has not been picked-up.

d. Daegu STO will then notify the military police station.

7. PROPONENT: The proponent of this policy is Daegu School Student Transportation Office at 768-7722/6301.

K TED STEPHENS
COL, AR
Commanding

DISTRIBUTION:
ALL Parents of DAS Children Grades 2nd Grade and below
Principal, Daegu American School
Principal, Daegu High School
Transportation Officer, Camp Henry
Transportation Office, Camp Carroll
Provost Marshal, USAG Daegu
District Transportation Superintendent - Korea