

**Transportation Services Missing Student Form (TRA-F028)**  
Sacramento City Unified School District

Dispatcher \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**QUESTIONS TO ASK REGARDING A MISSING STUDENT**

Name of student: \_\_\_\_\_

School of attendance: \_\_\_\_\_

Bus number: \_\_\_\_\_

Drop off location and time: \_\_\_\_\_

Have you called student's school to see if the student is still there? \_\_\_\_\_

Who was at student's bus stop to meet the bus? \_\_\_\_\_

Could anyone else have picked up the student (relative or friend)? \_\_\_\_\_

Could student be at a friend's house? \_\_\_\_\_

**What other buses serviced that school?** \_\_\_\_\_

Description of child: \_\_\_\_\_

Gender: \_\_\_\_\_

Clothes: \_\_\_\_\_

Age: \_\_\_\_\_

Race: \_\_\_\_\_

Hair and eyes: \_\_\_\_\_

Before hanging up be sure to take a phone number where parent can be reached and tell parent / school to call us back if student shows up \*\* \_\_\_\_\_

Call driver to see if bus is late or child is still on bus. Be sure the driver checks the bus by calling student by name.

If the bus is in the yard, have someone check the bus for possible sleeping child.

Call driver's home to see if driver remembers child getting on or off the bus. If student did not ride the bus, notify parent and school.

If you have a list of other students who rode the bus at the same time, try to call and ask if they remember whether the student rode; and if so, where the student left the bus.

If unable to contact the driver and no one can be contacted to find out if the student was on the bus, call parents and find out if they want to inform the police of a missing child.