

Memo

To: Parents / Guardians
From: Sherman England, Director of Operations
Date: November 15, 2016
Re: Bus Passes

Recently there has been questions surrounding bus passes and when a bus pass is required. In simple terms; **a bus pass is required anytime a student is being picked up or dropped off at any location different than the one that is recorded as the regular bus stop on the official bus roster.**

There are two (2) types of bus passes:

Alternate Route:

This is where the student is taking a different route and they are provided permission to travel on a different bus (space permitting). In this case, the student will get off the bus at the stop closest to their final destination as requested by the parent / guardian.

Same Route / Alternate Stop:

This is where the student is traveling on their regular route but disembarks the bus at a stop other than their own registered stop. Dropping the student at the alternate location once again requires the student's parent / guardian permission.

Bus passes are required:

- 1) As they validate the additional students that are traveling on a bus that are not part of the official bus roster; and
- 2) They inform our drivers that the individual students have parent / guardian permission to travel and/or get off as documented by the bus pass (civic address is required on all bus passes).

The request for a bus pass must to be in writing and must include the civic number of the stop; and the bus driver or bus number.