

# TEMPORARY STUDENT BUS PASS GUIDELINES

## INTRODUCTION

Throughout the course of the school year parents/guardians will periodically grant permission for children to go to the home of a friend after school. In some instances, this will necessitate having the guest ride a school bus to the home. It is important for building principals to closely monitor these requests as part of the school district effort to guarantee all students arrive safely at their intended destination after school. It is equally important to provide accurate information to the bus drivers so they know bus riders are on the correct bus. The following guidelines regarding the Temporary Student Bus Pass are intended to provide assistance to principals in monitoring these requests and also provide accurate information to bus drivers about who is supposed to be riding the bus.

## GUIDELINES

1. All students must have parent/guardian permission to utilize district transportation services to go to the home of a friend after school.
2. Parents/guardians may request permission for students to utilize district transportation services to go to the home of a friend after school by submitting a request in writing **and** making a phone call to the school to verify the authenticity of the written request. Alternatively, office personnel may initiate a phone call to establish authenticity.
3. Without parental verification of authenticity of the written request the student will not be permitted to utilize district transportation services to go to the home of a friend after school.
4. Once office personnel have verified authenticity the Temporary Student Bus Pass form must be completed by office personnel.
  - a. Once the form has been completed it will be electronically sent to the Transportation Supervisor ([burton.lewton@harlowsbussales.com](mailto:burton.lewton@harlowsbussales.com)) at the bus barn.
  - b. Except in unusual and rare circumstances these forms are to be submitted to the Transportation Supervisor by no later than 1:00pm on the day the Temporary Student Bus Pass is valid.
    - i. It is not necessary for the form to be signed prior to submission to the Transportation Supervisor.
  - c. The Transportation Supervisor will provide a copy of the completed form to the appropriate bus driver.
  - d. Office personnel will also provide a copy of the completed and signed form to the student who has permission to utilize district transportation services to go to the home of a friend after school.
    - i. Upon entering the bus, the student will deliver the completed and signed form to the bus driver. Without the completed and signed form, the student will not be permitted to ride the bus.
    - ii. If the form is not signed it is not considered to be legitimate and the student will not be permitted to ride the bus.
5. Upon returning to the bus barn the bus driver shall turn in all forms to the Transportation Supervisor.
6. The Transportation Supervisor shall guarantee all forms are kept on file until the end of the school year.



## TEMPORARY STUDENT BUS PASS

The Dickinson Public Schools reserves the right to deny permission of temporary riders based on capacity limits and student behavior concerns.

School: \_\_\_\_\_

**PLEASE FORWARD THE COMPLETED FORM TO THE TRANSPORTATION SUPERVISOR AND SCHOOL BUS DRIVER.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Gender: M or F

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

Reason for Pass: \_\_\_\_\_

Duration of Pass: \_\_\_\_\_

Requested Stop Location: \_\_\_\_\_

Assigned Bus #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Apt/Subdivision: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Administrator/Designee Granting Permission:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_