

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Bus Pass
<b>Reference:</b>	STS-PRO-015-2011
<b>Adopted:</b>	April 26, 2011
<b>Revised:</b>	March 16, 2020

## 1.0 Scope

In certain situations, parents / guardians may be able to coordinate a temporary access to student transportation through their school Principal / designate with advanced application through the bus pass program. Access to use a Bus Pass is subject to conditions and procedures outlined herein.

## 2.0 Conditions and Procedure

Elementary Students:

- To protect the safety of our students temporary Bus Passes are not provided for Elementary students.
- Temporary Bus Pass requests for Elementary students shall be refused by the school Principal/designate, except under extraordinary single-occurrence circumstances when the well-being and safety of a student is at risk.

Secondary Students:

- With 24 hours' notice, a Bus Pass may be approved at the discretion of the school Principal. Requests for bus passes must be received by the school no later than 24 hours prior to the requested bus ride.
- Application for a temporary Bus Pass is available on your parent portal at [www.schoolbusinfo.com](http://www.schoolbusinfo.com). The form should be completed, printed and signed by the parent/guardian. The signed form must be presented to the Principal/designate 24 hours prior to the requested ride.
- Bus drivers are not permitted to transport students that are not on the student list unless that student presents a bus pass as approved by the Principal/designate.
- Bus Pass riders must utilize existing bus stop locations; no additional time or distance will be accommodated.