

CLASS Business Unit:	Student Transportation
Operating Procedure:	Bus Pass
Reference:	STS-PRO-015-2011
Adopted:	April 26, 2011
Revised:	March 16, 2020 July 24, 2025

1.0 Scope

In certain situations, parents / guardians may be able to coordinate 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. Under extraordinary circumstances when the well-being and safety of a student is at risk a single-occurrence exception may be approved by the school Principal/designate.
- For greater clarity, an exception can only be granted for a one-time extraordinary event and cannot be used as a temporary service or a circumvention of the CLASS shared custody or courtesy seat programs.

Secondary Students:

- With 24 hours' notice, a Bus Pass may be approved at the discretion of the school Principal/designate. 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 the parent portal at www.cklass.ca. 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.