



Temporary Transportation Request (Bus Pass)	DATE: December 15, 2015	REVISED: August 1, 2016
Statement	Occasionally students may wish to travel to a location other than their current scheduled stop location(s).	
Procedure	<p>Temporary bus passes may be requested for one day or up to one week. Parents/guardians must advise the school office in written form of the temporary request, with the understanding that no new stops will be added to a route through the bus pass process. Pick up and drop off locations will be at existing stop locations only. Bus passes are approved only if there is space available on the bus requested.</p> <p>Bus pass requests must provide the following information: student name, parent/guardian name, one day (a.m. or p.m. or both) or one-week pass required, bus number, civic address for stop request and be signed by the parent/guardian.</p> <p>Bus pass requests must be submitted to the school office prior to the date required. Approval of the Bus Pass is at the discretion of the school administration.</p>	