

MONITEAU SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION – BUS
PASS

ADOPTED: October 25, 2010

REVISED:

810.2. TRANSPORTATION – BUS PASS	
<p>1. Purpose</p>	<p>The district recognizes it may become necessary for a parent/guardian to request permanent or temporary changes in their child’s transportation arrangements. The office staff must receive two (2) notes. Notes must go to the office. Bus drivers will only accept passes signed by the principal or designee.</p>
<p>2. Authority Title 22 Sec. 23.1, 23.2, 23.4 SC 1361, 1362</p>	<p>Transportation for students shall be provided in accordance with law and Board procedures for obtaining a bus pass.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 23.4</p>	<p><u>Requests For Permanent Changes</u></p> <p>The parent/guardian needs to submit a written request to the Elementary District Transportation Director clearly outlining the reasons for the request. The Transportation Director will review the request and provide a response as soon as possible. In preparing his/her response, the Transportation Director may also consult with the bus contractor, the building principal, the Superintendent, and/or the Transportation Committee of the Board depending on the nature of the request. Requests for permanent changes should be submitted within two (2) weeks of the time the assignments for the new school year have been made or as soon as possible if the need for a change occurs during the school year.</p> <p><u>Requests For Temporary Changes</u></p> <p>Temporary changes will be considered only for family emergencies and child care arrangements or other activities approved by the building principal.</p>

Procedures

Signed notes from both parties need to be taken to the office together in the morning along with telephone numbers of both parties. Telephone numbers are needed in the event there is no space available on the bus where the change would be taking place. There is an activity bus, and students who ride the activity bus are required to have a bus pass that is issued from the administration, coach, or detention monitor.

Conditions

Bus pass requests are to be submitted in writing.

If the bus stop is not already an approved stop, the bus will not stop there.

The building principal or his/her designee has the right to accept or deny a bus pass request.

Penalties

Failure to comply with the above policy will result in a building principal's review of the incident and may result in privileges being revoked.

After two (2) incidents of noncompliance, privileges will be revoked for the remainder of the school year.