



Bobbi L. Bican  
Transportation Director

# Bus Pass Procedure

***All bus notes must be submitted to the office to be approved by an administrator when a bus pass is needed.***

**If a student is going home with another student:**

Both students must have a note signed by their parent/guardian giving permission. The note should contain both student's first and last names, the bus #, and the date.

*(ex. Jane Smith has permission to ride home on bus #119 with John Smith on 8/1/19.)*

The bus pass will be issued by the office and will be available for the student by the end of the day.

**If a student is going home to a different location:**

The student must have a note signed by their parent/guardian. The note should contain the student's first and last name, date, and the address and bus # of the location where the student is to be dropped off.

*(ex. Jane Smith will be riding bus #119 to 111 First Street in Anytown, PA on 8/1/19)*

The bus pass will be issued by the office and will be available for the student by the end of the day.

**If a student is riding to school from a different location:**

The student must present to the driver a signed note from their parent/guardian giving permission to board that bus.

***Students are required to give the pass to the bus driver when boarding the bus in the afternoon.***

*No student will be allowed to board the bus without the pass.*



*Bus passes are **required** for students for whom unexpected circumstances cause them to need to ride a different bus home from school. Passes for riding a bus other than a student's regular bus are issued on a space available basis only, and only to existing bus routes with that existing stop. A new note must be sent each time a pass is needed.*