



Fountain • Fort Carson  
**SCHOOL DISTRICT EIGHT**

## **GUIDELINES FOR REQUESTING AN EXCEPTION FOR SCHOOL BUS SERVICE**

### **Parent or Guardian:**

A parent or guardian may request an exception to the transportation policy to allow his or her child to ride a school bus. Two conditions must exist: first, there must be available seating on the bus, and second, there must be an acceptable walking route to the existing bus stop. Exceptions will be granted only for one destination, five days per week, consistently. A parent should identify the requested school, bus animal, stop location, and walking route to be used by his or her child. If the Office of Transportation determines that there is no acceptable walking path to the requested bus stop, a parent must submit a Parental Acknowledgment of Voluntary Suspension of FFC8 Guidelines before bus service will be approved. In doing so, the parent accepts responsibility to supervise and transport the student to and/or from the bus stop. This includes the responsibility to make alternate arrangements for meeting and supervising the student when the bus is delayed or when the parent cannot be present at the time the student is returned to the bus stop.

A copy of existing bus routes is available on the FFC8 district website. When the parent or guardian has completed the appropriate exception form, the form should be submitted for review to the transportation office.

The Office of Transportation will begin accepting requests for the new school year in July. A new request must be submitted each year and will be considered on a first-come, first-served basis. The Office of Transportation Services will respond as soon as practical but may need to delay the approval or denial of requests until routes and eligible riders are verified in August.

### **Transportation Services:**

Transportation routing office will review each request received to determine if seating is available, if the proposed walking route to the bus stop satisfies transportation standards, and if any exception requests are properly justified. When these conditions exist, the transportation administrator will recommend approval. If seating is not available, or other conditions are not satisfied, the transportation administrator will recommend disapproval and will in turn notify the parent that the request has been denied.

If the student has been approved, a copy of the confirmation letter will be sent to the parent or guardian, and to the driver. Your child's school identification badge will serve as a bus pass, and will need to be presented if requested. Student ID's are required to utilize any bus transportation.

### **Rescinding an Exception for School Bus Service:**

An exception may be rescinded by the transportation administrator, for the following reasons: seating on the bus is required for eligible students, existing bus stop is eliminated, walking route or bus stop becomes unacceptable, or parent and/or child fails to comply with transportation services rules or with terms of the exception request as initially approved. If rescinding an exception becomes necessary, more recent requests will generally be rescinded before the older ones. The parent or guardian will be notified by transportation services of the effective date of the change.