

## *Conewago Valley School District Bus Pass Procedure*

Bus passes are issued to students on the **rare** event that an alternate bus stop is needed. These passes are issued based on a space availability. In addition, the bus stop must be an established stop along the designated route.

In an emergency situation, if a student must board the bus at an alternate location in the morning, a note must be written with the students name listed and handed to the bus driver at the time of entry.



### **EXAMPLES:**

#### 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 students first and last names, the bus #, and the date.

All bus notes must be **submitted to the school office** to be approved by an Administrator when a bus pass is needed. The bus pass will be issued by the office and will be available to the student by the end of the day. The pass should be handed to the school bus driver at time of student entry. No student shall be allowed to board the bus without the designated pass.

#### 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.

All bus notes must be **submitted to the school office** to be approved by an Administrator when a bus pass is needed. The bus pass will be issued by the office and will be available to the student by the end of the day. The pass must be handed to the school bus driver at time of student entry. No student shall be allowed to board the bus without the designated pass.