

## BUS RIDING REGULATIONS VERY IMPORTANT – PLEASE READ!!

- Students may ride only on their assigned bus and get on/off at their assigned stop.
- Requests to transport your child to or from locations other than your home will be considered only if it is an emergency situation, the location is in your attendance area and if space is available.
- Annual requests for permanent bus changes for babysitting purposes must be submitted on a Transportation Request Form. Please notify the office if you are in need of this form. These requests are only good for one year and must be re-submitted each year.
- Requests for non-emergency reasons (overnight visits with a friend, homework projects, play dates, etc.) **will NOT** be accepted. Telephone requests will be taken for emergencies only. Parent notes will not be accepted by drivers, they must be given to the school office.
- Please be advised that some buses fill up and the bus cannot take an extra rider regardless of emergency. Do not assume your child will be able to ride a particular bus.
- On early dismissal days some students may need a pass for babysitting purposes due to parents' work schedules. If the bus has room then the pass will be given **ONLY** if the following procedures are followed:
  - The request must be received **in advance**. All early dismissal days are marked on the calendar and on the school menu. Please plan in advance. Requests received on the day of early dismissal will **NOT** be granted. We must receive notes from the parent requesting the pass as well as the parent who is receiving the child for babysitting. Office staff will no longer spend time calling parents for permission – this is the parents' responsibility.

Thank you for your cooperation in this matter. Please call the office at 397-5246 if you have any questions.