

Bus Rider Notice

_____ **New Student**

- a. Building Secretary completes and gives to Transportation Supervisor
- b. Transportation Supervisor gives form to driver
- c. Driver completes bottom of form and gives it back
- d. Transportation Supervisor gives completed form to Executive Secretary

_____ **Student Change**

- a. Building Secretary completes and sends to Transportation Supervisor
- b. Transportation Supervisor gives to current driver and new driver
- c. New driver completes bottom of form and gives it back
- d. Transportation Supervisor gives completed form to Executive Secretary

_____ **Student Transfers Out of District**

- a. Building Secretary completes form and gives to Transportation Supervisor ASAP
- b. Transportation Supervisor gives to driver; copy to Executive Secretary

New Driver: _____ **Previous Driver:** _____

<u>Student's Name</u>	<u>Grade</u>	<u>Parents</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fire # or 911# (Blue Sign): _____ **Phone:** _____

Directions to School: _____

Date Change takes effect: _____ **Secretary:** _____

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(TO BE COMPLETED BY DRIVER)

- A. Student(s) will be picked up at _____ a.m. and returned home at _____ p.m.
- B. Name of family picked up just before this rider: _____
- C. Name of family picked up just after this rider: _____
- D. Driver calls parent.

Driver Signature: _____ **Date:** _____