UNION COUNTY PUBLIC SCHOOLS
TRANSPORTATION

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To: UCPS Parents

From: Brian Joyner, Director of Transportation

Date: August 1, 2025

Re: Bus Stop De-Assignments & Bus Stop Re-establishment

The purpose of this memo is to remind parents of the process to follow when a student(s) has been removed from the bus route due to not riding the bus for ten (10) consecutive days.

If your student(s) does not ride the bus for ten (10) consecutive days, a request will be submitted by the bus driver to have your child removed from the bus route.

In order to re-establish bus transportation, parents must contact their assigned school to request transportation. Once the request has been made, staff will follow the process below:

- School personnel will update transportation codes in Infinite Campus.
- Transportation will receive electronic notification of the request and will assign the student(s) to a bus route and stop location. Processing times are as follows:
  - Assignment to an existing stop – 1 to 3 business days
  - New bus stop location assignment – 3 to 5 business days

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.