UNION COUNTY PUBLIC SCHOOLS
TRANSPORTATION

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De-assignment Process

To ensure compliance with General Stature 115c-246(c), students that do not ride for ten (10) or more consecutive days will be removed from the active bus roster. The following process will be used when de assigning students from a bus.

When after ten (10) consecutive days that a student has not ridden the bus, the driver will fill out a de assignment form.

1. The de assignment form will be given to the Area Manager / Manager.
2. The Area Manager or designee will check in Edulog to see if the student has an alternate stop. If an alternate stop is found, the de-assignment will be forwarded to the TIMS routing technician. If no alternate stop, proceed to step 3.
3. The Area Manager / Manager will provide scan and email copies to the following:
   - **PowerSchool designee with READ RECEIPT**
   - **School Administrator or designee for specific school**
   - **A hard copy will remain in the transportation area.**

The area transportation office will hold the de assignment forms for five (5) days to allow school personnel time to investigate ridership. If no response within five (5) business days or school confirms that students should be removed, the transportation office designee will forward the de assignment form to the Student Information System coordinators who will change the ridership code per the de assignment form. Once the code has been imported from Infinite Campus to Edulog, the TIMS department will complete the process.

If the parent decides to keep the student on the bus, the school designee will contact transportation confirming that decision and no further action is necessary. The area transportation office will inform the driver.

If after the de assignment process is completed, the student decides to ride the bus again, they will need to contact the school data manager to have the ridership code changed in Infinite Campus and may ride with a temporary boarding pass until the code is updated.

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