

BUS RULES  
RIDING A NON-ASSIGNED BUS

When a bus student has a request to ride a different bus due to personal or emergency reasons, the following will be followed:

- (1) The parent/guardian must send a signed note requesting permission for the student to ride another bus.
- (2) The note must indicate the student's name, the assigned bus number, the date(s) for the requested change, (stating morning and/or evening; to and/or from school) and the reason(s) for the request.
- (3) The note shall be given to the Building Principal where the student attends school.
- (4) If the Principal contacts the Director of Transportation or designee and it is determined there is room on the requested bus, the Principal will sign the request and give it to the student to give to the bus driver of the different bus.
- (5) The different bus driver will accept the note and allow the student to ride.
- (6) If the request is for more than one day, the student will show the different driver and then keep the slip and present it to the bus driver each day upon boarding the bus. On the last day for which the request is granted, the driver will keep the note and turn it in to the Director of Operations or Transportation.