

| Guideline Number | Topic | | |
|------------------|---|---------------|-------------|
| 8600.007 | Pupil Transportation Use of Bus Pass for Emergency Situations | | |
| Page | Adopted | Last Revision | Next Review |
| 1 of 1 | August 10, 2015 | July 1, 2025 | July 2026 |

Statement

On rare occasion when an emergency arises, the District will allow the school principal, assistant principal or building secretary, in accordance with procedures established by the Director of Transportation, to issue a “Bus Pass” to accommodate an emergency situation for a student eligible for transportation, if that request is to an approved legal bus stop within the attendance area of the school.

Primary use of a “Bus Pass” is intended for emergencies only as a *one-time use* permission slip document issued by the school principal, assistant principal or building secretary to authorize emergency transportation to an alternate, existing bus stop. The definition of an emergency is, for the most part, left up to the school principal, assistant principal or building secretary to decide in accordance with procedures established by the Director of Transportation. However, in general, an “emergency” is not a reoccurring incident.

Procedures

When an emergency arises, a parent or guardian should contact the school office to request a “Bus Pass” to address the emergency situation. The parent or guardian will need to clarify the nature of the emergency. If the request is deemed to be an emergency:

- The building official will review the request with the Transportation Department to determine space available seating on the school bus and an appropriate approved bus stop within the attendance area of the school.
- The school principal, assistant principal or building secretary will then issue a signed and dated “Bus Pass” to the student who will remit the “Bus Pass” to the bus driver when boarding the assigned school bus.
- The bus driver will remit the “Bus Pass” to the Transportation Department after the end of the bus route.

The “Bus Pass” is not issued for transportation to a general address not previously authorized as an approved legal bus stop. With respect to authorizing an address location as an approved legal bus stop:

- Not all addresses can be approved as a legal bus stop. State and federal law sets forth specific criteria that must be met before the Director of Transportation approves an address location as an approved legal bus stop.
- For a new student or a student with a requested change to their official primary home address, a “Bus Pass” may be reissued for up to no more than three (3) consecutive days while the change of address is being validated by the school office and processed by the Transportation Department.

For more information on a variety of transportation issues, please refer to the **Frequently Asked Questions (FAQ)** tab on the [Transportation Department website](#).