

Transportation Policy: BUS PASS for Grades 1-5

Revision approved by school board 8-8-13

Board Policy has not changed regarding NO NOTES/BUS CHANGES for preK and kindergarten students. This remains the same.

The Pre-Approval Bus Pass Policy is in place for Grades 1-5. The purpose is to reduce end of day confusion with bus changes and improve security and safety for all our students. Only requests for extenuating circumstances will be accepted (no changes for play dates or visits). Bus passes are to be used when making a permanent regularly scheduled change or an emergency situation.

Procedures are as follows:

- Parents must submit the attached BUS PASS to the transportation office by 10:00 am the morning of the transportation change. Parents will be notified by 1:00 pm if request is approved or denied. DO NOT CALL SCHOOL OFFICE FOR INFORMATION. If you have questions call Transportation: 616-669-7757
- Submit ONLINE BUS PASS NOTE: <http://bit.ly/gr1-5buspass>
- Schools will be notified of the changes by 2 pm of the day of change.

HUDSONVILLE PUBLIC SCHOOLS
REQUEST FOR TEMPORARY CHANGE OF TRANSPORTATION
ELEMENTARY BUS PASS FOR GRADES 1-5 (No changes for PK/K)
 Fax: 616-669-4876 • Email: jbykerk@hpseagles.net Phone: 616-669-7757

STUDENT NAME:	
HOME ADDRESS:	
PHONE:	BUS#:
SCHOOL:	GRADE:

REASON FOR CHANGE:

DATE(S) OF CHANGE:

CHANGE NEEDED FOR:

_____ Before School _____ After School _____ BOTH

CHANGE INFORMATION

NAME OF PERSON/DAYCARE SUPERVISING MY CHILD:
PHONE:
BUS # (If not known, must provide address below)
ADDRESS:

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

Approved _____ *Denied* _____

NOTES:

Staff Signature _____ **Date:** _____

___ *School* ___ *Drivers Copied* ___ *File*