

July 13, 2023

**2023 – 2024 school year****Bus Pass Procedures (Commonly referred to as a Bus Note)**

- Parents can designate up to **two “permanent” AM pick up and two PM drop off** locations. **These should be established for the entire school year.** This will help accommodate families where parents reside in separate households and working families with day care providers or sitters.
- **"Daily" bus passes**, except for emergencies (to be approved by the building principal), **are not permitted.** This still allows for multiple bus pick up and drop off locations, but **on an annually established basis only - not on a weekly or monthly basis.** The elimination of daily bus passes will help eliminate student confusion regarding which bus they need to be on and will help **ensure students are safely delivered to the correct location.** It will also help with the efficiency of the bus runs as they will remain consistent. **This is especially important in the case of substitute bus drivers.**

We realize that even "permanent" locations may change over the course of the year, such as when a childcare arrangement changes or a parent changes jobs. In such cases we ask that parents establish the new "permanent" bus pass at least a week in advance, in writing. **Verbal requests** for such changes **will not be accepted.** Please contact the respective schools, the transportation office, or Cairo-Durham Website for the request form.

**Riding Other Buses/Bus Passes**

There are numerous factors to consider before a student is allowed to ride a bus other than their assigned one, or get off at a different stop. If riding the late bus the student must be staying after for a school-approved reason and have a bus pass from the teacher/staff they are staying with.

- The requested bus stop needs to be on an established route.
- There needs to be adequate space on the bus for guest student(s).
- A student always needs a bus pass that is issued by their school to present to the bus driver. This pass must list the student name, bus stop location, and bus route.
- **Students will not be allowed to go to different locations to go to friends' houses for afterschool “play dates.”**
- **Students will not be dropped off at places of business ( example - The Fitness Center for membership holders with the exception of after school jobs, on an established bus run, with the approval of the building Principal).**
- If a family is experiencing a ‘daycare emergency’, a bus pass can be issued at the discretion of the school Principal.
- If a student is getting on the bus in the morning at a stop other than his/her own, that student must have a note from the parent/guardian to do so to present to the bus driver.

All K thru 5 students and **(special needs students – all grades) *MUST*** have an authorized person to receive them at their stop at the end of each day. The Transportation Department will need a list of any and all persons authorized to receive your child each afternoon. **This can include baby sitters, neighbors and students 12 years or older.** A driver may ask for identification to verify an unknown adult.

The authorization form can be obtained at the Elementary School, Registrar's Office, Transportation Department, or Cairo-Durham Website.

**If you want your child to get off the bus without an authorized person to receive them and want them to be allowed to get off by themselves, please send a signed letter to the Transportation Department stating such.**