

Bus Rider Application Flow

Student/Parents

1. Student/Parents with fill out “Bus Rider Application, AST-007”
 - a. Forms are available at every School, Central Office, USD 480Transportation Department, or online at USD480.net/Departments/Transportation
 - b. Completed forms will be turned into applicants attendance center
 - c. Students/Parents will be notified eligibility within 5 working days of application verification
 - i. ELIGIBLE STUDENTS
 1. If application IS verified before 1st day of P/T Conferences
 - a. Bus Rider Application will be sent to building to be distributed during P/T Conferences
 - b. This will include the estimated pick up and drop off times and route number
 2. If application IS NOT verified before 1st day of P/T Conferences
 - a. Bus Rider Application will be sent to building to be given to students
 - b. Parents will be notified from Transportation of 1st day to start with estimated pick up and drop off times and route number
 - ii. NON ELIGIBLE STUDENTS
 1. If application is verified non eligible before 1st day of P/T Conferences
 - a. Bus Rider Application and an explanation letter will be sent to the building to be distributed at P/T Conferences. Letter will include reason and next course of action if the parents feel there was an error.
 2. If application is verified non eligible after the 1st day of P/T Conferences
 - a. Bus Rider Application with an explanation will be sent to the building. Parents will be called from transportation to inform them on non-eligibility followed up with the explanation letter that will include next course of action if the parents feel there was an error.
 - d. Bus rider must have name listed on rider roster before they will be allowed on bus
 - a. Bus driver will have roster of eligible students and number