



## ***Secondary Student Transportation Routing and On-Boarding Process***

<b>Completion Date</b>	<b>Action/Task</b>	<b>Responsible Party</b>	<b>Comments</b>
August 20	Special Needs students route information sent to families via ParentSquare.	Transportation	Message sent to parents/guardians with student specific bus route information.
August 20	Route information sent to families via ParentSquare	Transportation	ParentSquare message to families of all students registered by August 20. Route information registered after August 20 and beyond will be printed by schools for classroom distribution.
September 3	Print student bus route lists	Office Team	
Entire School Year	Bus route assignments	Office Team	Parent/Guardians who register students after 12:00pm need to provide transportation home and to school the next morning. School will assist students in finding their bus at the end of the day.

Students who have parent/guardian permission to ride a different bus home, must have a bus pass issued by the school office. The pass must be printed on **YELLOW** paper, and include the following information: Student name, name of student they are riding with, route number, bus stop and signature of the office personnel issuing the pass. Students without a bus pass **WILL NOT** be allowed on a bus that is not their normal route.

<b><i>BUS PASS</i></b> _____ (Date)
<b>Student Name:</b> _____
<b>Guest of:</b> _____
<b>Date of Travel:</b> _____
<b>Bus Route:</b> _____
<b>Bus Stop:</b> _____
<b>Completed by:</b> _____