Guidelines for Administrative Approval of Transportation Exceptions

1. Requests for the relocation or addition of a bus stop must be made in writing to the transportation office and can be approved only by that office.

2. The building principal may approve written requests for transportation alternatives that do not exceed five (5) consecutive school days.

    a. No student will be permitted to change stops or ride another bus unless an emergency situation exists. Requests based on employment, baby-sitting, scout activities, shopping, appointments, etc. will be denied by the building principal.

    b. Principals shall contact the transportation office to determine if seating space is available on a given bus **before** granting permission for a child to ride a bus as a temporary exception.

3. All other requests for transportation exceptions/alternatives must be made in writing on this form and submitted to the building principal who will initial and forward to the transportation office.

    a. Parents of children who are holding approved transportation exceptions for the present school year, and are seeking approval for the same exception in the next school year are requested to submit their requests for exceptions in March. Those requests will be given priority consideration as the transportation schedules are developed in March through June for the new school year. Formal approval of continuation requests will be issued in July.

    b. Requests by new families must be made by August 1 prior to the new school year.

4. Written approval from the transportation office must be received by the parent before a child may ride a bus as an exception.

5. Exceptions will be considered only for one stop/one bus or two stops/one bus requests: i.e. students may not hold a seat on more than one bus.

6. Exception requests will only be considered for locations in the attendance area of the child's home school. (For example, a Red Mill student will not be transported to a care provider in the Newberry attendance area.)