

**SCHOOL DISTRICT OF WAUKESHA**

**Temporary Bus Pass  
1-Day Pass for Eligible Riders  
\*\*\*Big Bus Only\*\*\***

Date \_\_\_\_\_

My child \_\_\_\_\_ is assigned to bus route \_\_\_\_\_

I request that on \_\_\_\_\_ he/she be permitted to ride bus route \_\_\_\_\_  
(DATE)

The existing bus stop is at \_\_\_\_\_

Reason for request:

\_\_\_\_\_

Name/Address of person to whom child is going:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

To the parent/guardian: Please complete this form at least 1 day (24 hours) in advance and submit to the school office.

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**(OFFICE USE ONLY)  
SCHOOL DISTRICT OF WAUKESHA  
Temporary Bus Pass**

Date \_\_\_\_\_

To the school bus driver of Bus Route # \_\_\_\_\_

On \_\_\_\_\_ you are authorized to board/discharge

Date of occurrence

\_\_\_\_\_ at stop # \_\_\_\_\_ at the

Name of student

\_\_\_\_\_

Indicate the location of the existing bus stop

Principal's / Secretary's signature \_\_\_\_\_

To the Bus Rider: Please give this form to the bus driver when you board the bus.

To the Bus Driver: Collect this form and give to the dispatch office at the bus company. This form should be collected and shredded at the end of the day.

## Procedure

1. A parent shall make temporary bus stop change requests in writing to the building principal several days in advance whenever possible. The following information shall be included in each request:
  - Bus rider's name
  - Route number
  - Assigned stop for this rider
  - Description of requested stop
  - Date the change request is to be effective
  - Reason for request and name of person/address of person to whom this rider will go
  - Parent's signature
2. Phone requests shall be accepted only in emergency. If a phone request is made, the information which is listed above shall be documented by the person who is responding to the call.
3. The principal shall approve or disapprove such requests. Request can be disapproved due to lack of space on a bus.

### Requests which may be approved:

- A. Emergency situations, i.e. bus rider has to go to someone's home due to family problems (i.e. illness, appointment).
- B. To go to a friend's home – This should be planned several days in advance. Building secretaries may put a cap on the number of times a family can do this.
- C. One or two riders to attend a meeting at someone's home (but not a larger group).
- D. Other situations which are temporary if judged appropriate by the principal.
- E. Requests which involve transferring a bus rider from his/her assigned bus route to another bus route will be approved if space available.

### Requests that will not be approved:

- A. Students who are not eligible for school bussing services may not be permitted to ride a school bus to or from someone's home for any reason.

Reason: Students who are not eligible for school bus transportation services (not listed as school bus riders) are not covered by liability insurance.

- B. Requests for a bus stop at a location that is not a designated stop on the established bus route.

Reason: Bus drivers are instructed to stop only at locations that are designated on their route descriptions.

- C. Requests involving transportation to and from a childcare setting.

Reason: Typically this is a permanent request; there is another form for this type of request. The Transportation to Alternate Location Form.