

## ELEMENTARY BUS PASSES – Procedures

**A. Permanent bus passes** will be issued to elementary students only for the purpose of attending a location on a pre-existing bus route or at a licensed childcare provider address. Bus routes will not be altered to accommodate for non-essential bus stop locations. Non-essential bus stop locations are bus stops other than the residential address(s) on file for the student.

In order for a permanent bus pass to be issued the following applies:

1. Permanent bus passes will be accepted provided a parent or guardian has submitted the appropriate form.
2. Permanent bus pass forms must be submitted to the school office before August 1 to take effect at the beginning of the school year, or December 1 to take effect in January. Copies of the permanent bus pass form can be accessed from the elementary school websites as well as from the Transportation Office.
3. Permanent bus pass requests can be mailed to the district Transportation Office at [permbuspass@abschools.org](mailto:permbuspass@abschools.org) or can be dropped off in the office as well.
4. The district form must be used in all schools and is available at the elementary school offices or on the school website.
5. Any changes to a permanent bus pass should be treated as a one-day bus pass, per procedures below.
6. A responsible party from the location must be outside waiting to receive the students. If an individual (s) is not present at the stop upon arrival the students will not be allowed to exit the bus and will be returned to the school at the end of the route.
7. The first time a location fails to meet students at the bus, a written warning will be given by the ABRSD. If the location fails to meet students a second time, that location will be removed from the bus route.

**B. One-day bus passes** will be issued to students to provide transportation to the student residence(s) on file, a licensed childcare provider, or to a pre-scheduled bus stop location on the bus route servicing the child's elementary school. In order for a one-day bus pass to be issued the following must be in place:

1. The bus pass form is filled out completely and correctly, including the contact information of an adult who is prepared to take responsibility for the student(s).
2. The bus pass form is submitted by 2:00 p.m. the day before the one day bus pass is to take place.
3. The person listed on the bus pass to receive students is responsible for those students once they exit the bus.
4. There is sufficient seating on the bus.
5. One-day bus passes will not be granted as a substitution to permanent bus passes to private businesses

### **C. For All Bus Passing:**

Please note the following:

1. Parents or guardians must sign a release of liability waiver at the beginning of the school year to participate in bus passing.
2. Bus routes will not be altered to accommodate for bus passing.
3. Any stop other than the student's home stop requires a bus pass.
4. The elementary school office, in consultation with the Transportation Office, reserves the right to deny the issuance of a daily bus passes or cancel a permanent bus pass.

5. It is understood that the bus stop timing of ABRSD bus routes fluctuates daily based on unexpected traffic delays, weather, or other scenarios outside the control of the bus driver and the transportation office.
6. Information relative to bus numbers, bus routes, and bus stops, may be obtained from the Acton-Boxborough Regional School District website under the Facilities and Transportation Department.
7. Students are responsible for their personal behavior on the bus. If they are written up for disciplinary reasons by the bus driver, the first write up will serve as a warning. If there is a second incident resulting in a write up, that student will have their permanent bus pass revoked and transportation for that student will revert back to the student's residence on file.

Questions about these procedures may be addressed to the Acton-Boxborough Regional School District Transportation Department at 978-264-3328. The Transportation staff will be happy to speak with you.

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