

## New Bus Student Authorization

Any parent of a student wishing to begin using school bus service after the school year has begun must take the following steps:

1. Provide written notice to the student's school, advising of the request for school bus transportation, the date service is to begin, and the address for morning pickup and to which the student will return in the afternoons.
2. Confirm the school received the information and authorized transportation as requested.

The school will verify the student resides within its school zone and that the student is eligible for transportation within the District. The school will consult with Transportation with any questions concerning the student's bus route and stop assignment or eligibility for school bus transportation. The South Carolina Department of Education, codified by State law, "assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends." (SC Code of Laws, Title 59, SECTION 59-67-420) Upon verification of the student's eligibility for school bus transportation, the school will determine the assigned bus route and bus stop (with assistance from Transportation as necessary), convey that information to the student/parent, complete an Official Bus Rider Verification Form and give it to the school bus driver. Once the driver has the Official Bus Rider Verification Form, he will allow the student to board the bus at the school and transport the student to the assigned bus stop.

Students must use the assigned school bus route and bus stop, unless the school has written permission from the parent for the student to be delivered to an alternate location AND the school approves (in coordination with Transportation) busing to the alternate location.

Only the Official Bus Rider Verification Form may be accepted by the school bus driver as authorization for the student to board the bus. Handwritten notes or other correspondence will not be accepted and the student will not be permitted to board.. No exceptions.