

## Temporary Bus Rider Verification Form

We receive many requests for students who are not regular bus riders to use our bus transportation for either special circumstances or on a temporary basis. In the past we were pleased to offer this service on a space-available basis. However, in many cases our buses are already at capacity, especially with COVID-19 restrictions from the South Carolina Departments of Education and Health and Environmental Control (DHEC). These factors and state policy require us to reserve school bus seats for riders permanently assigned to the route in question. Therefore, even though a school may approve temporary rider status to a student, when the bus in question is already at capacity we will not be able to accommodate the request because permanently-assigned students have first priority.

Assuming there is space for the temporary rider, and health conditions permit, the process will be as follows:

1. Parent/guardian of student needing temporary rider status will request it from the school. Requirements for acceptable forms of this communication may vary by school.
2. School will complete an "Official Bus Rider Verification Form," including requested bus route, duration of the temporary ridership request, with whom the student will be riding (if applicable), and location for morning pick up and afternoon drop off (as applicable).
3. This form must be signed by a school administrator and delivered to the bus driver prior to the student being allowed to board the bus.
4. Bus driver may not allow any student not permanently assigned to his/her bus without the Official Bus Rider Verification Form.
5. This process will help ensure your student boards the correct bus and is delivered to the proper location. It is a safety process, first and foremost.