

New Bus Student Authorization

Any parent of a student wishing to start school permanent bus service after the school year has begun must take the following steps to obtain an Official Bus Rider Verification Form:

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

School Actions:

- Verify student is eligible for transportation within the District and resides within its school zone
- Consult Transportation with any questions concerning the student's bus route, bus stop assignment or eligibility for school bus transportation

Note: 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)

- Update PowerSchool AM and PM Transportation Mode codes as appropriate
- Determine assigned bus route and bus stop (with assistance from Transportation as necessary)—will update in PowerSchool within 24 hours
- Convey bus route assignment information to student and parent
- Complete Official Bus Rider Verification Form and give to school bus driver

Bus Driver Actions:

- On receipt of Official Bus Rider Verification Form, allow student to board at the school
- Transport the student to the assigned bus stop

Student Actions:

- 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