



<b>Division</b> FINANCE AND ADMINISTRATION	<b>Policy Series</b> 400	<b>Policy #</b> 400.3
<b>Subject</b> STUDENT TRANSPORTATION	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>• DIRECTOR OF EDUCATION</li> <li>• ASSISTANT DIRECTOR OF FINANCE AND ADMINISTRATION</li> </ul>	<b>Date Approved</b> <i>January 12, 2009</i>	
	<b>Effective Date</b> <i>February 9, 2009</i>	
<b>Date Reviewed</b> <i>January 12, 2011</i>	<b>Date Revised</b>	

#### 400.3(1) Policy Name

### Bus Passes

#### 400.3(2) Policy Statement

- 400.3(2.1) Students with Nova Central School District shall only be permitted bus passes to travel on buses or routes other than their regular bus and route in exceptional circumstances. Examples of such circumstances are joint custody arrangements and emergency situations.
- 400.3(2.2) Students shall only be permitted bus passes to travel on different buses or routes with the approval of the school administrator AND with the prior consent of a parent/guardian.

#### 400.3(3) Policy Rationale/Purpose

Nova Central School District serves a student population of approximately 13,000 children and youth. On any given day, the majority of those students travel by bus to and from school and for school-sponsored activities and events. School bus routes, stops and seating capacities are determined by September of each school year. Many safety concerns have been identified because of situations where students travel on different buses and routes before and after school, without prior notification or approval.

Nova Central School District strives for the highest standards of safety in the transportation of students during the school day. In order to minimize safety

risks, students shall normally only be transported on their pre-approved buses and routes to and from school, except in exceptional circumstances.

#### 400.3(4) References

N/a

#### 400.3(5) Scope

This policy governs:

400.3(5.1) All students who attend Kindergarten to Level IV in Nova Central School District.

#### 400.3(6) Roles and Responsibilities

Responsible Division: **Finance and Administration**

Responsible Area: ***Student Transportation***

400.3(6.1) The **Assistant Director of Education (Finance and Administration)** shall be responsible for the implementation, monitoring and revision of the Bus Pass Policy.

400.3(6.2) **School administrators** shall not knowingly permit students to travel on buses outside their normal arrangement, without prior approval.

400.3(6.3) **Bus Drivers** shall be responsible for notifying respective school administrators when they become aware that a student is traveling on their bus without prior approval.

#### 400.3(7) Procedures

N/a

#### 400.3(8) Definitions

N/a

#### 400.3(9) Review

This policy shall be reviewed every two years.

#### 400.3(10) School Policy

It is recommended that schools develop their own policy/procedures/guidelines, in line with the district policy, for approving bus passes for students. When buses serve more than one school, it is recommended that school administrators establish consistent practices for all of the schools in that system.