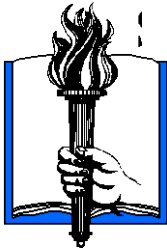


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



| | | |
|---|--|---|
| Descriptor Term: Transportation Bus Riders | Descriptor No: AD SS3 | Effective Date: 3/08 |
| Revised: 2/14; 7/14; 7/19 | | |

1 ESTABLISHED BUS RIDERS

2
3 *(Defined as students who have on file a transportation request form and regularly ride the*
4 *school bus to and from school.) This form is designed for parents who are called out of town for*
5 *emergencies, delayed due to work schedule, or any emergencies that might alter the course of*
6 *the normal day.*

7
8 No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
9 unless the student provides the principal (or designee) with a signed note from the parent or
10 guardian informing the principal of the change in the student's bus stop for the day. Before
11 10:00 a.m., the principal (or designee) will fax the note/request to the Transportation Department
12 so that Transportation personnel can verify which bus the student will ride and also notify the
13 appropriate driver about the change before the route begins. If the Transportation Department
14 determines that the bus is already at maximum student capacity and the parent is using the form
15 numerous times for convenience, the request will not be honored. Transportation personnel will
16 notify the principal so that school personnel can make other arrangements with the parent or
17 guardian.

18
19 **NON-ESTABLISHED BUS RIDERS**

20
21 *(Defined as students who do not have on file a transportation request form and do not depend on*
22 *a MCS school bus to get to and from school.) This form is designed for parents who are called*
23 *out of town for emergencies, delayed due to work schedule, or any emergencies that might alter*
24 *the course of the normal day.*

25
26 Non-established bus riders will not be allowed to board a bus unless a permission form is
27 completed, and given to the principal (or designee). No later than 10:00 a.m. the day of the
28 request, the principal (or designee) will fax the completed permission form to the Transportation
29 Department so that Transportation personnel can notify the driver and give the driver a copy of
30 the permission form before the route begins. If the Transportation Department determines that
31 the bus is already at maximum student capacity, or the parent has used this form numerous times
32 for convenience, the request will not be honored. Transportation personnel will notify the

33 principal so that school personnel can make other arrangements with the parent or guardian. A
34 new permission form must be completed with each request.

35

36 While on the bus, the non-established bus rider will abide by all bus rules.

37

38 The school shall contact the Supervisor of Transportation by e-mail to arrange transportation
39 services and shall provide the appropriate forms pertaining to transportation.

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44 See Attachment A.

45 Board Related Policies: 3.400, 3.401

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**MURFREESBORO CITY SCHOOLS
SPECIAL REQUEST FOR TRANSPORTATION
(NON-ESTABLISHED BUS RIDER)**

Occasionally, there may be a need for a non-established bus rider to ride a bus to/from school with an established bus rider. *This form is designed for parents who are called out of town for emergencies, delayed due to work schedule or any emergencies that might alter the course of the normal day.* While on the bus, the non-established bus rider will abide by all bus rules. If the Transportation Department determines that the bus is already at maximum student capacity, or the parent has used this form numerous times for convenience, the request will not be honored.

In spite of every precaution, sometimes accidents do occur. The driver and/or bus assistant will be depended upon to use good judgment in obtaining immediate and proper care for your child.

Bus travel is common in our community; however, no one connected with the school system can assume any financial responsibility in case of an accident. City officials, the Board of Education, the school and/or system administrative staff nor the bus driver or assistant may be held responsible or liable.

Child's Name: _____

Requested Transportation Date: _____

School attending: _____

Name of established bus rider with whom your child will exit the bus:

Established bus rider's address:

Reason for change of destination: _____

Information pertaining to the non-established bus rider's parent and/or guardian:

Parent/Guardian's Cell #: _____

Parent/Guardian's Work #: _____

Emergency contact's name: _____

Emergency contact's home #: _____ Cell #: _____

Parent/Guardian Signature Date

Parent/Guardian Printed Name