



## West Genesee Central School District

### Student Bus Pass

**For Morning Temporary Changes Only – One Day Advanced Notice Required**

The District reserves the right to deny or revoke this pass at any time for poor conduct, passenger capacity or incomplete forms

**THIS BUS PASS MUST BE SHOWN TO THE BUS DRIVER**

Student Name \_\_\_\_\_

Does Your Child Have an Emergency Care Plan on File? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Student Home Address \_\_\_\_\_

Student Parent/Guardian Name \_\_\_\_\_

Student Parent/Guardian Phone # \_\_\_\_\_

Home Phone

Cell Phone

Alternate Address and Reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

(Date)

(Date)

Parent / Guardian Signature

**FOR OFFICE USE ONLY – BELOW THIS LINE**

The above student has permission to ride Bus Number \_\_\_\_\_ Symbol \_\_\_\_\_

\_\_\_\_\_  
District Authorized Signature

\_\_\_\_\_  
Date

1. Parent completes top of form – Minimum of One (1) day in advance
2. Student brings form to office – Minimum of One (1) day in advance
3. Building principal approves form and processes
  - a. Approved copy to student
  - b. One copy to transportation (email to all office staff)
4. Transportation notifies temporary driver
  - a. Copy of pass attached to temporary driver route book