

Guidelines to Support Students with their Bus Pass

To enhance student safety in transportation, starting **November 2, 2021** bus passes will become mandatory for students who ride the bus to and from school each day.

In the event we have a missing child the transportation department can look up the location where the student entered and exited the bus in real time. Bus Passes also provide the school with an accurate list of riders should the bus be involved in an emergency.

It is the responsibility of the student to carry their bus pass and to ensure it is not damaged. It is mandatory for the students to scan their pass each time they enter onto or exit off the bus. The following are guidelines on how schools will support their students in using their bus passes.

Lost or Damaged Bus Pass Process

If a bus pass is lost, damaged, or no longer works (doesn't scan on the bus);

- A student/parent reports to the school office that they have lost or damaged their pass.
- The school will send an email to Clerical2.Operations@sd8.bc.ca requesting a new bus pass for the student.
- The school will issue the student a bus pass exemption slip for the lost pass, which will be given to the driver. (Damaged cards may be held and presented to board)
**The student may not board the bus in the afternoon without either a pass or slip*

Bus Pass Exemption Slip
School District #8 (Kootenay Lake)

Student: _____ Date: _____

Emergency Contact/Phone Number: _____

Address to drop off: _____

Authorized by: _____ Signature: _____

Please give this slip to the Bus Driver upon entering the bus. Route #: _____

Check reason for exemption:

- Student forgot bus pass
- Student lost bus pass (new pass has been requested)
- Student is not registered for ride, but has permission to ride at a teacher's desk
- Student is a registered rider and has permission to be dropped off at a different stop

- Once the new card arrives, deliver the new pass to the student. Damaged and defective passes are collected by the school after the new pass is received then sent to the transportation department to complete the data swap

Students will be charged \$15 for a replacement pass after 3 bus pass replacements. Fees are submitted to the school office. Bus drivers will not accept the replacement fee.

Forgotten Bus Pass Process

- If a student forgets his/her bus pass at home, the school will issue the student a bus pass exemption slip, which will be given to the driver.
**The student may not board the bus in the afternoon without this slip.*