

Nokomis Community Unit School District #22

Student Transportation Procedure

Parents of students who normally ride the bus must designate one primary and **no more than one** alternate bus stop (AM/PM). Students who do not normally ride the bus may designate one bus stop to be used as needed (AM/PM) along an established route as long as there is room on the bus. **This form must be completed and on file in each building and the bus garage before students can utilize their alternate bus stop.** When utilizing the alternate PM bus stop, please notify the school's office AND bus garage at least 2 hours prior to dismissal. If utilizing the alternate AM bus stop, please notify the school's office and bus garage the day before. Students who need to ride a bus, but do not normally ride the bus for a special occasion, must present a written note from the students' parent/guardian to the building Principal at least one day in advance.

Student Name: _____ School: _____

A.M. Bus Route (including Pre-K to school)

Primary Pick Up Location: _____
(regular bus students only) (Name)

(Address)

Alternate Pick Up location: _____
(Name)

(Address)

P.M. Bus Route (including Pre-K home from school)

Primary drop off location: _____
(regular bus students only) (Name)

(Address)

Alternate drop-off address: _____
(Name)

(Address)

PLEASE NOTE: PK-4 students will not be dropped off at a site without an adult present. If students are unable to be dropped-off at their primary bus stop due to parent/guardian's absence, they will be taken back to the bus garage, where the parent/guardian will be required to pick them up. If this occurs 3 times during a school year, bus privileges may be suspended for the remainder of the year.

Parent/Guardian Signature _____ Date _____