

**8410.2**

( ) Required  
(X) Local  
(X) Notice

## **CHANGES TO STUDENT TRANSPORTATION**

All students, whose parent or guardian wishes to make a “one time or temporary” change to transportation, must do so by submitting their request in writing, to the school their student(s) attend, 48 hours prior to the date the change is to take place. No changes will be made by phone unless it is an emergency, whose validity will be determined by the school staff, administrator or attendance clerk of the school the child attends. All changes to a student’s transportation are to be facilitated through the school office of the building the child attends and then forwarded to the HCSD Transportation Department, who contacts the transportation provider. Once alternate transportation has been arranged, the school staff should provide the student with a new or temporary pass that is to be given to the bus driver of the new route, letting them know that the student is currently riding their bus with District approval. It will be the parent or guardian’s responsibility to pick the child up from school if they do not wish them to go on their regularly assigned bus in a non-emergency situation that has not been approved following the 48-hour protocol.

Cross-Ref: 8400 Transportation

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