

## Transportation Policy 590P

“Students will board the bus at the school’s designated point of origin for the trip and will return to the point of origin in the bus... The only variations allowed in this regulation are the release of students to a parent/legal guardian or a designee authorized by district administration twenty-four hours prior to the bus departure in a face-to-face situation at the close of the activity before buses begin the return trip. Such a release will require a signed, dated note from the parent/legal guardian.”

[Designee Approval Form](#) (To be used if a parent wishes to have another adult pick up their child at the close of an activity before buses begin the return trip)

1. This is to be submitted by the parent/legal guardian for administrator approval at least 24 hours prior to the scheduled bus departure for the activity in question.
2. The District will provide a copy of the approved designee approval form to the activity supervisor.
3. In order for the activity supervisor to release a student to a designee, they must have a copy of the approved designee approval form in their possession and have the designee sign the face to face release form at the close of the activity before buses begin the return trip.
4. The completed forms are to be filed in the main office at the conclusion of the activity or as soon as possible.

[Face to Face Release Form](#) (To be used if a parent wishes to pick up their child at the close of an activity before buses begin the return trip)

1. Activity supervisors are required to keep multiple copies of this form with their attendance notebook.
2. Parents/Legal Guardians are required to fill out the form before the student is released at the close of the activity before buses begin the return trip.
3. In order for the activity supervisor to release a student to a designee, they must have a copy of the approved designee approval form in their possession and have the designee sign the face to face release form at the close of the activity before buses begin the return trip.
4. The completed forms are to be filed in the main office at the conclusion of the activity or as soon as possible.