

ELEMENTARY BUS PASS PROCEDURES

Permanent bus passes will be issued to elementary students only when a student is attending day care services or other after school activities such as music or dance lessons, religious classes, scouts, etc., on a regular weekly schedule provided their parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. These forms are available in each elementary school office.

One-day passes will be issued to elementary students for any purpose provided there is sufficient seating space on the buses and the parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. If buses are full, alternate arrangements for transportation must be made by the parent, guardian, or designated emergency contact person for that child. Kindergarten students will be issued a one-day pass only in an emergency as determined by the school Principal. Forms for one-day bus passes are available in each elementary school office.

Daycare providers, private tutors, and organizations receiving students with bus passes are responsible for these students once they exit the bus.

Information relative to bus numbers, bus routes, and bus stops can be obtained from the Transportation Office by calling 978-264-4700 during regular school hours. The elementary school offices, in consultation with the Transportation Office, reserve the right to deny the issuance of bus passes which are not filled out properly.