

**PERMISSION TO RIDE A DIFFERENT SCHOOL BUS  
OR USE A DIFFERENT STOP ON THE ROUTE**

Transportation is required by ALSDE Regulations to account for all students on the bus and unauthorized passengers are not permitted. However, the Transportation Department recognizes that circumstances may arise, *e.g. staying with grandparent after school, etc.* when a student needs to ride a different bus or use a different stop on their zoned bus.

**Approval to ride is based upon the space available on the bus** and is given on a case-by-case basis. If you have any questions, please contact the administration at the school your child attends.

Please complete the form below and have the student obtain approval from a school administrator. The student will give the form to the bus driver and the bus driver will keep this form with the other bus cards. The form serves as an accountability measure for student counts, in the event of an emergency situation.

Student Name: \_\_\_\_\_  
School: \_\_\_\_\_ Requested Bus # \_\_\_\_\_  
Stop Name on Bus Route: \_\_\_\_\_  
Date(s) Needed : \_\_\_\_\_  
Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ HOME (cell) \_\_\_\_\_  
(must be handwritten signature)

**FOR SCHOOL USE:**  
Administrator Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
(must be handwritten signature)

*Fill out form online, print out, have student take to school administrator. Administrator will verify with parent, approve/reject request, make a copy for record at the local school, and return signed form to the student. If approved, the student will turn it into the bus driver upon boarding the bus.*