

**Provo City School District**  
**Policy Series 6000: Finances and Operations**



6605 P2

**Transportation – Authorization for change in assigned bus stop or permission to ride an unassigned bus**

The Director of Transportation or designee will develop rules for the authorization of changes to assigned stops for students and permission of students to ride unassigned buses.

**Change in Assigned Bus Stop**

Each student using school district transportation, as allowed under State rules and guidelines, will be assigned a stop for both pick up and drop off. Generally, these stops will be the same location. Any change to the assigned bus stop must be authorized by the Director of Transportation or designee, and can not create additional miles or minutes, and can not be for a different bus or route. Form 6605 F1 must be submitted to the transportation department and signed/approved by the Director of Transportation or designee.

**Permission to Ride Unassigned Bus**

In certain instances, and only if seats are available, students may be allowed to ride a bus when living within a walk route area. Permission must be pre-authorized by the Director of Transportation or designee, and cannot create additional stops, miles, or minutes to existing routes. Such permission shall only be granted when there is seat availability on the requested bus and when the request meets the following criteria:

1. As a courtesy, a sibling of a Special Education student who is entitled to transportation may be allowed to ride the same bus as the Special Education student if both students attend the same school. The additional student may only ride when the Special Education student entitled to transportation is present on the bus.
2. As a courtesy, siblings of PUPs students attending PHS may be allowed to ride the same bus as the PUPs student. The sibling must also be attending PHS in some capacity. The non-PUPs student may only ride when the PUPs student entitled to transportation is present on the bus.

Form 6605 F2 must be submitted to the transportation department and signed/approved by the Director of Transportation or designee for the above circumstances. If at any point seats are no longer available, the sibling will need to discontinue the courtesy busing to allow for those students assigned to the bus route.

Legal References:  
Utah Administrative Code R277-600

Synopsis  
Student Transportation Standards

Cross References:  
Policy 6605

Adoption Date:  
Revised:

Synopsis  
Safe Travel to and from School

November 18, 2014  
February 14, 2017