Bennington Public Schools

Bus Pass Replacement

Standard Operating Procedure

Introduction/Background

Students: Students are expected to have their bus passes with them daily and to swipe on and off the bus at their assigned stop.

Drivers: Drivers are expected to enforce the use of bus passes in a positive manner. Students who do not have a pass will be allowed to ride the bus as long as they are registered riders. Drivers can verify registration of a student on the tablet. Drivers are expected to make a concerted effort to recognize students, verify ridership, and pick up / drop off students at their assigned stops.

Secretaries: Building secretaries will be responsible for requesting replacement bus passes using the online Bus Pass Request form. Building secretaries will issue a one-time use only bus pass to students who forgot or lost their bus pass for the afternoon bus routes.

Purpose:

Verifying ridership and correct pick up / drop off locations of students is paramount to the safety of the students.

Lost or Misplaced Bus Pass Procedures:

If a student reports to a stop without a bus pass in the morning, the driver will attempt to verify registration on the tablet. If the student is a registered rider, the driver will allow the student to ride the bus and will also instruct the student to see the school office secretary once they get to school to obtain a one-time use only bus pass for the afternoon route.

If a student reports to the bus in the afternoon without their bus pass or a one-time use only bus pass from the secretary, the driver will locate the student on the tablet and pick up / drop off the student manually. The driver will write up and issue the student a Bus Conduct referral.

Students that have lost or misplaced their bus pass are to report it to their building secretary. Building secretaries will complete the online Bus Pass Request form to replace the missing bus pass. A bus pass replacement fee of $25 will then be applied to the student's account