



Pilot Butte School

Educate...Empower...Excel

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Dear Parents/Guardians,

We would like to update parents of a very important bus procedure for Pilot Butte School.

At various times, parents may ask if their child can ride the bus on a particular day. In many instances, a student may be having a sleepover, be attending a birthday party, etc. For these types of events, it is hoped that parents will transport their child to the event, however in some cases, parents may ask that their child be a guest rider on a bus.

For a child to be a guest rider on a PVSD bus, the following steps **MUST** be followed:

1. The guest rider's parents must notify the school, in writing, about being a guest rider on a bus. Email correspondence is required (pilotbutteschool@pvsc.ca). The following

information **MUST** be included:

- ✓ Name of children involved (Eg. guest rider and who they are riding with).
- ✓ The guest rider's parent(s) phone numbers.
- ✓ Name and phone numbers of parent(s) the guest rider is travelling to.
- ✓ Confirmation that host parents have been contacted.
- ✓ Bus drivers name.
- ✓ Date the guest will travel on the bus

This information must be issued to Pilot Butte School **no later than 1:00 p.m.** on the day the parent wishes to have the guest ridership occur. Once the above requirements are met, the office will issue a guest rider pass to the student. If a student tries to board a bus without a pass, they will be refused transportation by the driver and parents will be notified. Alternate arrangements will need to be made.

Please ensure this procedure is followed as student safety is very important in these situations. Please note: In some instances, guest rider requests may be denied. E.g. bus is at capacity. Pilot Butte School will issue a confirmation or refusal to parents by return email, on a first come basis. Guest riders are expected to follow appropriate rules and procedures as set forth by PVSD and Pilot Butte School.

Cindy Larnas, Transportation Manager
Prairie Valley School Division