



# Whitesboro Independent School District

115 FOURTH

Whitesboro, Texas 76273

(903) 564-4200 • Fax (903) 564-9303

October 2, 2008

**Subject:        *Bus Transportation Procedures***

Dear Parent/Guardian:

Whitesboro Independent School District provides school bus transportation to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Students must complete a bus rider form obtained from the school office and submit it to their bus driver before they will be allowed to ride a district bus. A bus route will be assigned to that student.

The district understands that there are instances that could require a student to deviate from the normal daily routine. In the past month, this has become a frequent issue. With this in mind we have developed a process to maintain order and efficiency for the safety of all students. Every attempt will be made to accommodate student transportation needs.

**If a student is to ride a bus other than their normal route bus, or get off at a different stop, or have a friend ride home with them, they must provide a note to the campus office on or before the day the change is necessary. The office will either approve or deny the student access to bus transportation. If transportation is approved, the note will be stamped approved by the office and the student should present the note to the bus driver.**

A student may be denied entrance to a school bus for the following reasons:

**No parental request for a student to ride the bus – A student must present a note to the office prior to being allowed to change bus routes, get off at a different stop, or request a friend to travel with them. For the safety of all students this will be enforced.**

**No campus approval – Students must present a note to the campus office prior to any changes in daily transportation. Bus drivers will not allow a student to deviate from their normal route if the note is not stamped with the approval from the campus office.**

**Overcrowded bus conditions – some buses are at or near capacity and allowing unscheduled riders would result in an unsafe condition. Priority will always be given to routine route riders.**

**Disciplinary issues – A student who has received prior discipline notice or warnings while riding a bus may be denied bus privileges even if for one day.**

Please feel free to contact me at 903-564-3118 if you have any questions.

Respectfully,

Mike Pack  
Transportation Director  
Whitesboro Independent School District