

# BUS CHANGE PROCEDURES

1. Parent must request bus change at the front office by filling out a new bus form request \*\*
2. Information from the form will be put into Bus Boss to assign route and driver
3. Bus driver will be notified to meet with bus coordinator to review, confirm/edit stop and times- and receive update information.
4. Parent will be notified of approval of change details by the office staff
5. Teacher and students are notified of bus route change

\*\* (changes can take up to 7 days)