

Transportation Pick Up and Drop Off Policy/Procedures

*Students will be permitted two bus stop locations.

1. The student's primary residence
2. A bus stop of the parents choice that is within the East Knox School District

*Students will not be permitted to ride any bus other than those that were assigned to the route that covers the two permitted bus stop locations.

*Parents/Guardians/Designated individuals may bring or pick up a student from school. If a student is being picked up from school, they must be signed out at the office.

*Parents/Guardians may request a change in pick up location twice (2) in a school year. This does not include a change in primary residence. For example, if your family moves from one house to another the primary residence has changed. **This would not count toward two (2) requests for change.**

*Procedure for requesting a pick up or drop off change:

1. All requests for change must be requested in writing; no request will be taken over the phone.
2. All requests must be made on the appropriate school designated form, which are located in each school office and online.
3. All requests must be turned into the school office.
4. If there is a change in primary residence a request form must be completed and proof of address change must be attached to the form.
5. The transportation department will notify the parents/guardians as to the approval or denial of the request.
6. Once a request is approved, the change in location will begin two weeks (2) from the date of approval. Transportation will provide you with the start date.