



Consent for Bus Turn Around, Pick Up and Drop Off

AP 70-103

The Bus Driver submits a request to the Transportation Department giving the name, phone number and land location of the parent with a brief reason for the request, OR, the Bus Driver can ask the parent to contact the Transportation Department with the request. However, the Bus Driver will be asked to comment on the necessity for the request. The Bus Driver cannot drive onto the private property until notified.

The Director of Transportation or designate will inspect the turnaround area and, if appropriate, give approval.

The parent or landowner must sign the Consent Form (Form 7-103-A) for the turn around. Two copies are to be signed and witnessed.

The Board Chair and Secretary Treasurer must sign the consent. Once signed and sealed, a copy is then sent to the parent and a copy is kept on record.

Once the consent is signed, the driver and parent are notified. The Bus Driver is then allowed to go onto the private property.

Reference

[AP 70-106 Bus Scheduling and Routing](#)
[Form 7-103-A Consent for Bus Turn Around, Pick Up and Drop Off](#)