



**PORT JERVIS CITY
SCHOOL DISTRICT
QUALITY BUS SERVICE, LLC.**

Phone: 845-858-2150

Fax: 845-858-2160



August 2010

Re: Bus Permission Form for Kindergarten Students

Dear Parent/Guardian:

The Port Jervis City School District Policy mandates that kindergarten students must be put on and taken off the bus by a parent/guardian or responsible individual authorized by the parent/guardian in writing.

Attached please find a "Bus Permission Form for Kindergarten Students". If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child. Please complete this form and return it to Quality Bus Service or the school office as soon as possible. This form must be received and processed by Quality Bus Service prior to permission being granted.

Please understand that we have only the safety of your children in mind. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE WHOSE NAME IS NOT ON YOUR LIST.** In the event that an unauthorized person is at the bus stop to pick up your child, we will keep him/her on the bus and bring him/her back to the school. It would also be helpful if you would provide us with your most up-to-date telephone numbers (home phone, cell phone, relative, neighbor, etc.).

Thank you for your cooperation.

Quality Bus Service, LLC.



PORT JERVIS CITY SCHOOL DISTRICT

Bus Permission Form for Students



Phone: 845-858-2150

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Note: This form is mandatory for kindergarten students. It is optional for all other students.

STUDENT'S NAME: _____

SCHOOL: _____

I give permission to the below named people to put my child on the bus and/or take my child off of the bus when I am not able to be at his/her bus stop:

<u>NAME</u>	<u>RELATIONSHIP TO CHILD</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PARENT/GUARDIAN SIGNATURE

DATE

BUS LETTER/ROUTE: A.M. _____ P.M. _____

STOP ASSIGNED: A.M. _____ P.M. _____

OFFICE USE ONLY:

_____ COMPUTER _____ COPY TO DRIVER _____ STAFF INITIALS