

# ***Natick Public Schools***

13 East Central Street  
Natick, Massachusetts 01760  
FAX (508) 647-6506

*Building the Future, One Child at a Time*

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## **BUS PASS POLICY**

Listed below is the Natick Public Schools Bus Pass Policy:

### **Morning Pickup –**

The bus driver must allow the student to board without a pass but will encourage the student to report to the student's school office and call his/her parent upon arrival at the school. The bus driver will deliver a "no pass" report to the Dispatch office at Connolly Bus Company, 67 Rockland Street, Natick, MA. The Dispatch office will fax the "no pass" report to the School Department's Transportation Office and the Transportation Office will fax a copy of the "no pass" report to the student's school.

The school's office staff will assist the student in calling his/her parents. The student will request that a parent deliver his/her bus pass to the student's school before the school day is completed. The Transportation Office will send a copy of the "no pass" report to the student's parent/guardian.

### **Afternoon Boarding –**

Students are not allowed to board their bus in the afternoon without a bus pass, unless authorization has been given. The bus driver will inform the student that he/she must report directly to the school office, inform the school office personnel that he/she does not have a bus pass and ask the school office staff for assistance with finding an alternate way home.

The bus driver will deliver a "no-pass" report to the Dispatch office and the Dispatch office will fax the report to School Department's Transportation Office. The Transportation Office will follow the morning procedures.

*Bus passes are to be replaced (\$5.00 check/money order ) as soon as possible. However, a 48-hour grace period will be allowed if a parent is unable to get to the School Department's Transportation Office, 13 East Central Street, between the hours of 8:00 AM – 4:30 PM due to work requirements. A parent should call the Transportation Office (508-647-6497) to make an arrangement for their student to receive the authorization to ride his/her bus until the student's bus pass is replaced.*

Copy:  
School Principals  
School Administrative Assistants  
Bus Pass Students  
Connolly Bus Drivers