

**BERNE-KNOW-WESTERLO CENTRAL SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
1738 HELDERBERG TRAIL
BERNE, NY 12023
518-872-5145**

PERMISSION FOR OTHER(S), OTHER THAN PARENT/GUARDIAN, TO RECEIVE STUDENTS(S) AT BUS STOP

In order to maintain the safety of our youngest students and those who rely on adults for help, we, the Berne-Knox-Westerlo Central School District Transportation Department, are instituting, in writing, procedures which requires parent(s)/guardian(s) of our students or other persons approved by parents(s)/guardians(s) to be present to receive a child in third grade or under, or a special needs student at the bus stop. This includes granting authorization for a student to be met or be left off of the bus with a sibling(s). Please note if the older sibling is not on the bus, a designee must meet your child at the bus stop. If the parent/guardian or designated person is not present at the stop, the student will be brought back to his/her school. We will not allow a neighbor, friend or relative, who is not authorized by you in writing, to take your child off the bus. Your child's safety is our top priority.

Please use the form below to indicate who is authorized to receive your child at the bus stop, other than you.

Student's Name: _____

Example: Bill Smith, 123 Bus Way, Berne, NY 872-0000 Relation: Grandfather

1. Name/Phone: _____

Relation: _____

2. Name /Phone: _____

Relation: _____

3. Name//Phone: _____

Relation: _____

Please note: Bus drivers may request identification at the bus stop.

I, the undersigned, authorize the person(s) named above to receive my child at his/her bus stop.

I agree to keep the BKWCSD transportation department informed, in writing of any changes that affect this request.

Signature of Parent/Guardian

Date

Please return BKW Elementary School office or mail to BKW Elementary School, 1738 Helderberg Trail, Berne, NY 12023 no later than 9/1/17. Please notify the Transportation office of any changes that occur during the school year.

Office Use Only:

Received Date:

Received By: