



Transportation Department

## **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 we follow 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 receive 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.

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**Student Name**

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

1. \_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Relation

2. \_\_\_\_\_  
Name Phone

\_\_\_\_\_

\*Bus drivers may request identification at the bus stop.

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**Third grade and under, check if you give your child(ren) permission to get off of the bus without a responsible adult present and they are able to gain entry to their residence.**

*Please see the other side of this form*

***I, the undersigned, authorize the person(s) named above to receive my child at his/her bus stop. In addition, I agree to keep the BKWCSD transportation department informed, in writing of any changes that affect this request during the school year.***

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Signature of Parent/Guardian Date

Office Use Only:

Received Date:

Received By:

Please return to BKW Transportation Department, email – [jennie.chase@bkwschools.org](mailto:jennie.chase@bkwschools.org) or postal mail 1738 Helderberg Trail, Berne, NY, no later than 8/31/25. Please notify the Transportation office of any changes that occur during the school year.