

Vital Information for the Occasional Bus Rider

*** This service is not available until after Aug 25th

For the student who is not a registered daily bus rider but needs to ride the bus on an occasional basis, the following procedures have been implemented for safety, insurance purposes, and as a guarantee of seating availability.

1. All occasional bus riders must have a completed Occasional Bus Rider Form filed with the Transportation Director.
2. The **day before** your child needs to ride the bus you must:
 - Send a written note to your child's divisional secretary requesting bus transportation for the following day. Please specify AM, PM, or both, including bus stop.
 - Expect notification if there is no seat availability. This allows you time to make other arrangements for your child.
 - Make your requests in writing, signed by the parent or legal guardian. Only in the event of a true emergency you may fax the signed note stating your request to our office no later than 2:00 pm. Attention: Transportation Director or Divisional Secretary. The fax number is 337-948-8983.
 - Send your request with a \$5.00 one-way fee per child, \$10.00 for an AM/PM round-trip ride. Fees will be returned via your child if there is unavailable seating.
3. General Information and Procedures:
 - Your child will not be allowed to call home to receive permission to ride the bus.
 - Seats for occasional riders will be awarded on a first-come-first-served basis.
 - As an occasional rider, your child will receive a yellow, one-trip bus pass from the divisional secretary. This pass will be presented to the bus driver when boarding the bus.
 - A ticket system for occasional bus riders may be available after the school year begins. You may inquire through the transportation.

This is a service offered to WCA parents and is always dependent upon the availability of seats on a regular bus route.

Thank you for your cooperation.

If you have any questions about these procedures, please do not hesitate to contact Landon Patterson at 337-948-8607 x120 or email: lpatterson@wcala.org.

School Divisional Secretaries are as follows:

Elementary (Grades 1-6) Mrs. Huguet
Middle School (Grades 7-8) Mrs. Brown
High School (Grades 9-12) Mrs. Roberie

This service is not available to preschool students

Occasional Rider: Registration Form

****Please Print****Please Print****

Parent(s)Name(s)_____

Address: _____
Street City State Zip

E-mail: _____

Phone: Home _____ Work: _____ Cell: _____

Name(s) of Rider(s)	Bus Route/Stop	Grade

I/we understand that the individual/business at the bus stop(s) will not be held liable for any injuries incurred by the above-named student(s) while waiting for or departing from the bus. We agree to release and hold harmless the above-named individuals/businesses in the event of any accident to the above named student(s).

I/we have read the WCA Transportation Safety Policies, and I/we understand that should the above-named students(s) violate policies the WCA Administration may invoke policies, suspension, or termination of bus privileges without any refund of bus fees.

If you have any questions, you may contact Landon Patterson, our Transportation Director, by email at lpatterson@wcala.org or by phone at 337-948-8607 x120.

Signature: _____ Date: _____