

BUS PROCEDURE

Parents,

To ensure the safety of all students, below is a summary of the PATTERSON PRIMARY SCHOOL BUS PROCEDURE.

Each student is assigned a daily bus number. This bus number can be a student's home, daycare, sitter, grandparent, etc. This is the bus that the child will go on every day after school. Special requests from their assigned bus must be **submitted every day** on a bus note.

Below is a sample bus note. Please feel free to **copy this note** and use it for future bus requests. Place your bus note in the student's **BRING BACK** folder.

No changes to bus assignments will be taken after 2:00pm. Thank you

DATE	BUS NUMBER	
STUDENT FIRST & LAST NAME		
TEACHER'S NAME		
LOCATION ADDRESS		
NAME & PHONE NO. OF PARENT		
NAME & PHONE NO. OF DESTINATION	ON	