



Bus Pass Procedure

- Only registered riders are permitted to board the school bus.
- Students are only allowed to ride the bus for which they are registered.
- Once the bus registration has been completed, bus passes will be given to the school for distribution.
- If there is a change in the bus route or stop the Facility Department should be notified as soon as possible.
- **The pass must be scanned each time the student boards the bus.**
- It is the responsibility of the student to carry their bus pass and to ensure that it is not damaged. Do not keep them in a back pocket as they will bend & break when you sit on them.
- **There is a \$5 fee for replacement cards.**

Lost or Damaged Bus Pass

- Report the lost or damaged bus pass to the school office or facility department immediately.
- The replacement fee can be paid by cash at the school office.
- Bus drivers will **not** accept any money for the replacement fee.
- **Students will not be permitted to board the bus without their pass.**
- The replacement card will be issued once payment is received. The school office will receive a new bus pass.
- If the pass does not scan and is found to be in good condition, a new pass will be issued free of charge. The student may continue to use the bus until they receive the new pass.

Forgotten Bus Pass

- If a student forgets their pass, they will be reminded to bring it the next day. If the student does not have their card the following day, bus access may be denied.
- After this grace period, **students will not be permitted to board the bus without their pass.**

Alternate Address / Change of Address

- If a student moves or needs to have an alternate address added to their busing information, the facility department should be notified as soon as possible.
- The facility department will notify the school of alternate bus changes.

Facility Department contact information:

250-638-4418 or transportation@cmsd.bc.ca

Office hours are from 8 am to 4 pm each school day.