

LONG BRANCH PUBLIC SCHOOLS  
LONG BRANCH, NEW JERSEY  
TRANSPORTATION DEPARTMENT  
FAX TO: 732-571-4268  
OR email form to [sbennett@longbranch.k12.nj.us](mailto:sbennett@longbranch.k12.nj.us)

# 2019-2020

## PERMISSION TO TAKE OFF THE BUS

*Pre-K, Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grades*

Dear Bus Driver and Bus Aide:

I hereby give permission for my son/daughter (circle one),

STUDENT'S NAME \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

BUS ROUTE: \_\_\_\_\_

BUS STOP: \_\_\_\_\_

to be taken off the bus by the *following individuals* if I am not available to be at the bus stop:

1. \_\_\_\_\_ PHONE #: \_\_\_\_\_
2. \_\_\_\_\_ PHONE #: \_\_\_\_\_
3. \_\_\_\_\_ PHONE #: \_\_\_\_\_
4. \_\_\_\_\_ PHONE #: \_\_\_\_\_
5. \_\_\_\_\_ PHONE #: \_\_\_\_\_
6. \_\_\_\_\_ PHONE #: \_\_\_\_\_

**\*\*THE ABOVE INDIVIDUALS MUST HAVE THE PROPER IDENTIFICATION AND BE READY TO PROVIDE IT WHEN ASKED BY THE DRIVER OR AIDE\*\***

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

If someone is taking your child off the bus for the first time, make sure they have identification available & **as always, please make sure all of the above fields are properly filled out!**

**SCHOOL & BUS COMPANY USE ONLY**  
*For accuracy purposes please check off one of the following **before** sending to the Transportation Department*  
\_\_\_\_\_  
*Sent by Bus Company*  
\_\_\_\_\_  
*Sent by School*

**TRANSPORTATION DEPARTMENT USE ONLY**  
*Our office must send this form to whoever has not yet received this information*  
\_\_\_\_\_  
*Sent to School/Bus Company*  
\_\_\_\_\_  
*Scanned/Enter in Notes*