

**HOWELL TOWNSHIP SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT - BUS STOP RELEASE FORM  
3<sup>rd</sup>-5<sup>th</sup> Grade ONLY  
2023/2024 SCHOOL YEAR**

Please complete this release if you **DO NOT** require your child to be met at their designated bus stop and “**Submit**” or return to your child’s school office.

**BUS STOP PROCEDURES:** Bus stops are designed and assigned by the Transportation Department in accordance with Department of Education guidelines and Howell Township School District Board Policy # 8601. In the interest of our students’ safety, it is the general practice of the Transportation Department not to permit students of Grades 3 through 5 to leave the school bus at the end of the school day unless met by an adult that has been designated in the Back to School Portal, at the bus stop. If the student’s parent or guardian elects to waive this protective measure and permit the student to depart the bus unsupervised, the District will permit this only upon receipt of this release form signed by the legal parent/guardian. **If a completed form is not submitted the student must be met by an authorized contact person (18 years old\*) at the door of the bus or the student will be returned to their attending school.** This release will remain in effect unless the transportation department is notified by a statement of cessation submitted by the legal parent/guardian. (\* or siblings 12 years or older if listed on portal)

**IMPORTANT NOTICE:** For the 2023-2024 school year, all bus information will be available via the parent portal. This includes estimated times, stops, and bus numbers. Allot 10 minutes both before and after estimated times for all days, regardless of how regular the times become.

**YOU MUST ALLOW UP TO 1 WEEK FOR PROCESSING.**

Date: \_\_\_\_\_

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
Street (must be actual street) City Zip Code

Parent/Guardian: \_\_\_\_\_

Phone# Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**My signature on this release indicates that I have read and understand all criteria that apply to Howell Township School District designated bus stop procedures and my child WILL NOT be met at their bus stop. I understand that the practice of releasing my child to an adult is intended for my child’s safety, that waiving this protection may expose my child to risks that are beyond the School District’s control, and that by electing to waive this protection I release the District, its employees, agents and representatives from any claims for injury or loss to my child or myself to the maximum extent allowed by law.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_