

St Johns County School District  
Transportation Department  
Provisional Transportation Waiver Program (PTWP)  
05/04/2017

The St Johns County School District Provisional Transportation Waiver Program (PTWP) extends transportation services to students assigned to district schools based on space availability and criteria.

**Applying for a Waiver:**

- Only the Transportation Department may approve waivers
- Parents/guardians may apply for waivers
- Principals may apply for waivers on behalf of students and parents/guardians on an as needed basis
- Parents/guardians and/or principals may apply for waivers at any time
- Waiver applications are available at [www.stjohns.k12.fl.us/transportation](http://www.stjohns.k12.fl.us/transportation)
- For emergency waivers, see the emergency waiver paragraph below

**Emergency Waivers:**

- Under emergency circumstances, school principals may contact the Transportation Department by phone to initiate a temporary emergency waiver
- The Transportation Department will provide verbal approval to principals, dispatch, and bus operators
- Emergency waivers are temporary and conditional, valid for up to two (2) school days pending formal application for the waiver by parents/guardians or principals
- Transportation will expedite emergency waivers within one (1) school day once an application is received from parents/guardians or principals

**Communications:**

- Applicants will receive email confirmations when applications are received by the Transportation Department
- The Transportation Department will inform applicants by email regarding waiver decisions
- The Transportation Department will inform applicable school principals regarding approved or suspended waivers

**Criteria:**

- Only the Transportation Department may approve waivers
- Parents/guardians substantiate extenuating circumstances for the student, parent/guardian, and/or family
- Bus and/or buses have space availability for the student
- Student utilizes existing buses, routes, stops, and schedules only
- Student may not transfer from bus to bus
- Waivers are approved for the period requested not to exceed the school year

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- For applications submitted in advance of a school year, the Transportation Department will inform parents/guardians and/or principals of approved/disapproved waivers by the start of the third full week of school
- Approved waivers are effective at the beginning of the fourth (4<sup>th</sup>) full week of school once eligible ridership is established for buses
- Parents/guardians are encouraged to make alternative transportation arrangements until when/if waiver applications are approved
- Parents/guardians are encouraged to develop contingency plans for transportation services in the event waiver applications are not approved
- The Transportation Department may suspend waivers with two (2) weeks' notice to parents/guardians due to space availability reasons
- The Transportation Department may revoke waivers for reasons outlined in the Student Code of Conduct
- The Transportation Department will register a student with approved waivers as an eligible rider for the bus or buses in Bus Planner (routing system) to ensure accountability of the student and effective communications with parents/guardians
- Parents/guardians may suspend waivers by contacting Transportation
- Waivers are applicable only for the approved student, buses, routes, schedules, and stops
- "Bus passes" generated by students, parents/guardians, and/or school staff are not authorized for use on district school buses at any time