

2a. Bus Pass Acquisition for Parents

- Created 08/99
- Reviewed 03/23

Procedures:

Listed below are the steps for acquiring bus passes for the entire program:

1. The Family Services/Parent Engagement Specialist will be responsible for acquiring bus passes on a monthly basis. Staff will generate a list(s) of parents needing bus passes by utilizing the bus pass form for the following reasons: Head Start/EHS/ECEAP related functions and/or appointments.
2. The list will also include the parent's name, child's name and Loc ID.
3. The list needs to be submitted to the Family Services/Parent Engagement Specialist no later than three (3) working days prior to the end of the month to process for the next month. If the lists are not received, staff will be responsible for pursuing the passes for their parents.
4. The Family Services/Parent Engagement Specialist will email the bus pass list to the cashier's office. The cashier's office will notify the Family Services/Engagement Specialist when the bus passes are ready for pick-up.
5. Bus passes will be picked up at the LCC Cashier's Office located on campus in the LCC Admissions Center.
6. The Family Services/Parent Engagement Specialist will transfer bus pass numbers to the corresponding names on the bus pass list.
7. The copy of the bus pass list with bus pass numbers is forwarded to the Fiscal Specialist at the LCC Head Start Center.
8. The Family Services/Parent Engagement Specialist will distribute the bus passes by placing them in the appropriate staff mailbox with a copy of the monthly bus pass form.
9. If the parent/guardian is a student at LCC:
 - a. Parent/guardian is to obtain their student ID number from registration
 - b. Parent/guardian is to get their current quarter student ID card from student services office at the Student Building.
 - c. The current quarter student ID may be used to ride the bus for free
10. If the person is a student at any other school:
 - a. The student may use their current school ID to board the bus to ride
 - b. Children in our program families who do not have any form of school ID may be put on the bus pass list. Please note student and sibling when requesting children bus passes.

If you have any questions regarding the above procedure, contact the Family Services/Parent

Engagement Specialist.