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# ISSUING BUS PASSES (PUR-019)

SAINT LOUIS PUBLIC SCHOOLS

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to Issue Bus Passes for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Buyer I

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Operations

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools

## 5.0 PROCEDURE:

- 5.1 Bus passes are delivered from Metro every Monday.
- 5.2 Transportation (student pass) receipt is filled out.
- 5.3 The inter-department envelope is filled out with the school and principal name.
- 5.4 Distribute bus passes from list and seal in the inter-department envelope for delivery.
- 5.5 Exceptions, high school picks up bus passes and initials receipt.
- 5.6 Conduct a monthly bus pass report.
- 5.7 Buyer receives FORM SD42 from the school for bus pass distribution.
- 5.8 Buyer also receives SD42 FORM from shelter and special needs.
- 5.9 File all SD42 forms.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Transportation (Student Pass) Receipt (see Attachment A)
- 6.2 FORM SD42 (SLPS Application for Bus Passes) (see Attachment B)

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Transportation Receipt	File Cabinet	5 years	Discard as desired	Secured Bldg
FORM SD42	Materials Mgt.	5 years	Discard as desired	Secured Bldg
Bus Passes	Safe	6 months	Return to Metro	Locked Safe

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### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/01/08	A	Initial Release

**\*\*\* E n d o f p r o c e d u r e \*\*\***