

This is a sample form and should be revised to meet your district's policies and needs

# USD \_\_\_\_ School Bus Transportation Request

Parents/Guardians will be asked to complete a new form if any information changes. Providing incorrect information could delay or give cause to deny transportation for your students.

**Parent/Guardian Information (Please Print):**

Date \_\_\_\_\_

Students Reside with: Both Parents Father Mother Legal Guardian

Name of Parent(s), Legal Guardian \_\_\_\_\_

Home Address (Parent/Legal Guardian) \_\_\_\_\_

Street (No PO Boxes)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact Phone \_\_\_\_\_ Other \_\_\_\_\_ Other \_\_\_\_\_

If additional address information is available, please provide it in the Additional Information section below.

Student Name	How often will student ride the bus?				Grade	Building (ES, MS, HS)	(Office Use Only)
	AM	PM	Daily	Ocasionally			

Are there any medical conditions that we need to know about?

\_\_\_\_\_ No \_\_\_\_\_ Yes (please explain) \_\_\_\_\_

If students are to be picked up or dropped off anywhere other than home, please complete the next section:

Pick Up Address (AM) \_\_\_\_\_ Phone Number \_\_\_\_\_

Drop Off Address (PM) \_\_\_\_\_ Phone Number \_\_\_\_\_

**NOTE: Any changes in this will require a note to the school office. The school office will give it to the bus driver. If your student(s) cannot be left alone, it is the responsibility of the parent/guardian to ensure that someone is there to receive the student(s) in the afternoon. If there is an emergency, the school and driver will be happy to help with alternate arrangements, but it is the responsibility of the parent/guardian to make those arrangements. Otherwise, the student(s) will be dropped off at the address indicated above.**

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

Additional Information:

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## USD \_\_\_\_ Transportation Department

I have received a copy of the Bus Riders Contract and agree to review it my child(ren). Please keep this contract for future reference. (One form per family).

In the event of an emergency would you grant permission for the driver to evacuate the bus at your home?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Student(s) Name (Please **Print** First and Last Name)

Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **Bus Riders Contract**

USD\_\_\_ Transportation Department welcomes parents and students to a new school year. Transportation of students safely is the highest priority. In order to meet the conditions outlined by the State and provide safe, prompt movement of students, the school district has adopted standard regulations and procedures and has provided restrictive measure for violations of the rules. They are herein outlined for your information and for the guidance of your student. The School District Code of Conduct also applies to students while riding the bus. The school district is pleased to provide transportation for its students and solicits your assistance in helping create a safe, healthy operation. We ask your cooperation in developing proper behavior patterns for those students who ride the bus.

### **As a Parent, I agree to:**

1. Understand that once a transportation request is submitted a total of 2 complete business days are required BEFORE bus service can begin.
2. Have my child(ren) at the bus stop at least 5 minutes prior to the estimated pick up time. The driver will not wait or honk.
3. Provide safe delivery of my child(ren) to and from the bus pick-up/drop-off location.
4. Be sure they are a safe distance (at least 10 feet from the traveled portion of the road) while waiting for the bus.
5. I understand my student(s) must have their bus ID every day. I understand that replacement is \$5.00 and that transportation will be denied without it. Bus ID's are collected at the end of each school year.
6. I understand that once my child(ren) misses the bus, they have missed the bus and that other arrangements for getting them to school will be my responsibility. I will give my child(ren) instructions on what to do if they miss the bus.
7. Students will board and leave the bus at their designated stop only (listed on transportation request). Students may not be picked up or dropped off at any other school other than the one they attend.
8. All bus riding changes during the school day must be called in to the school office and a bus note issued by the office at least 48 hours in advance.
9. Transport big items used for class projects or large band instruments. Large items cannot safely or conveniently be carried on the limited space available on the bus.
10. My child(ren) will obey promptly and willingly any reasonable directive of the driver.
11. Students will not be allowed to ride home on another bus with a friend or bring a friend home on their assigned bus without a signed note from home that has been verified by the school office and accompanied by a bus note.
12. I understand that if my child(ren) fails to obey any of the bus rules, an office referral will be issued.
13. If my child is issued an office referral, it will be reviewed with them by building administration. A short or long term suspension may be issued immediately, depending upon the severity of the infraction.
14. Pay for any damages to school district property (including the school bus) that has been determined caused by my child(ren).

### **As a Bus Rider, I agree to:**

1. Be at my bus stop at least 5 minutes prior to the estimated pick up time.
2. Be visible to my driver by waiting on a sidewalk or driveway that is at least 10 feet from the traveled portion of the road.
3. Have my bus ID ready to show the driver each time I board the bus.
4. Not approach the bus until it has come to a complete stop, the service door has been opened and the driver tells me it is safe to board the bus. I will not approach the bus anytime it is moving.
5. Use the handrail each time I enter or leave the bus.
6. I will remain seated in my assigned seat (with my bottom on the seat), my feet on the floor, and face forward to keep aisles and exits clear.
7. I understand I may not put my feet or other belongings in aisles or other seats, or lean across the seat in front of or behind me.
8. I will be courteous to fellow students and the bus driver.
9. I will not bring anything on the bus that is made of or contains glass (including mirrors).

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10. I will follow all instructions given to me by my bus driver.
11. I will not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
12. I will not extend hands, arms, heads or object from the bus windows at any time.
13. I am not permitted to shout or gesture to passing vehicles or pedestrians from the bus.
14. Windows may be put down to when permitted to do so by the driver.
15. Upon leaving the bus, I will wait until the bus comes to a complete stop and the driver opens the door before standing to exit. I will then exit single file in an orderly manner.
16. I will not distract the bus driver at any time.
17. I will NEVER COME BACK TO A SCHOOL BUS TO RETRIEVE A DROPPED OR FORGOTTEN ITEM WITHOUT GETTING THE FULL ATTENTION OF THE DRIVER FIRST.
18. I understand that if I do not obey any of the rules, I will be issued an office referral.
19. I understand that if I damage school property (including the school bus) in any way I will be responsible for the cost of repairing the damage.

#### **General Rules:**

1. The driver of any school bus shall be responsible for the order and conduct of the pupils transported.
2. The driver has the responsibility to assign seats, and will be directed to do so as a matter of procedure.
3. The driver has the right to set bus stop locations based on safety and student population.
4. The driver is in control of students needed to cross a road in front of a bus and students must make eye contact and wait for the driver to motion them across the road before proceeding.
5. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures are not permitted.
6. Riders must stay out of the driver's seat and may not tamper with any operating equipment.
7. Students may not mark, cut or scratch any part of the bus. Vandalism cost will be paid by the person who is responsible. Students will not be able to ride the bus until payment is made.
8. Students may not exit from the emergency door unless directed to do so by the driver.
9. Eating and drinking food and beverages on the bus is prohibited during route. NO GLASS CONTAINERS OR BOTTLES ARE PERMITTED.
10. Tobacco, drugs or alcohol in any form will not be permitted on the bus.
11. Animals, knives, matches, firearms including cap and water pistols, explosives, glass and other similar breakables or any other items creating a safety hazard are not permitted on the bus.
12. It is suggested that students not bring devices such as CD players, I-pods, hand-held game systems, etc. on the bus. USD \_\_\_\_ does not accept responsibility if these items are lost or stolen.
13. NO GLASS of any kind shall be permitted on a school bus. This includes fruit juice bottles, vases of flowers for special occasions, and school projects.
14. Preschool children and post high school adults cannot ride the school bus on a regular route or activity trip.
15. Adults are not permitted to board the bus without permission of the driver, school administration or law enforcement.
16. Students may not get on or get off the bus at any school location other than the school they attend.
17. Students who engage in conduct considered dangerous to the health and safety of themselves or to others will be subject to immediate emergency removal from the school bus pending a conference with his/her school administrator.
18. The sequence for discipline referrals does not "start over" at the start of the second semester and consequences for infractions are subject to administrator discretion.