

STUDENT TRANSPORTATION AUTHORIZATION AGREEMENT

(This is not an EMERGENCY MEDICAL form. Please complete one form per student and return to school by: Monday August 27, 2018)

Student Last Name: _____ First Name: _____ Grade: ____ Date of Birth _____

Home Address: _____

Please mark the Transportation Type.

For students riding the bus, please mark the Day and circle AM or PM (or both) to specify the regular transportation schedule for this child:

____ Everyday Walker ____ Will ride the bus:

____ Monday AM	____ Tuesday AM	____ Wednesday AM	____ Thursday AM	____ Friday AM
PM	PM	PM	PM	PM

PRIMARY DROP OFF/PICK UP LOCATION

NAME: _____ PHONE: _____

Address: _____

RELATIONSHIP TO CHILD/CHILDREN: _____

SECOND DROP OFF/PICK UP LOCATION

NAME: _____ PHONE: _____

Address: _____

RELATIONSHIP TO CHILD/CHILDREN: _____

Mother/Stepmother/Guardian

email: _____

NAME: _____ PRIMARY PHONE: _____ CELL PHONE: _____ WORK PHONE _____

Father/Stepfather/Guardian

email: _____

NAME: _____ PRIMARY PHONE: _____ CELL PHONE: _____ WORK PHONE _____

Please give a brief description of the directions to your stop.

Main Bus Stop

(For Administration Use Only Below this Line)

Driver: _____ Bus #: _____

Secondary Bus Stop

(For Administration Use Only Below this Line)

Driver: _____ Bus #: _____

In the event I cannot pick up my child/children, I give the following persons authorization to pick my child/children from school.

(Photo ID may be requested)

1) NAME: _____ PHONE: _____ RELATIONSHIP TO CHILD/CHILDREN: _____
2) NAME: _____ PHONE: _____ RELATIONSHIP TO CHILD/CHILDREN: _____
3) NAME: _____ PHONE: _____ RELATIONSHIP TO CHILD/CHILDREN: _____
4) NAME: _____ PHONE: _____ RELATIONSHIP TO CHILD/CHILDREN: _____

For the safety of your child/children, your child/children will **NOT** be released to **ANYONE** other than the adults listed above, ***FOR ANY REASON!***

Transportation Authorization Agreement: All students must have a completed Transportation Authorization Agreement on file with the school's office (regardless of whether they utilize school bus transportation or not).

- Two designated bus drop-off/pick up locations will be allowed per student: one primary and one secondary location. The primary location should be where the student is dropped off/picked up most days of school. The secondary location should be the location that the student can be dropped off/picked up on days when the primary location is not feasible (such as a relative's home, a day care provider, etc.)
- Students will be transported to/from the primary location unless otherwise directed through the use of the Transportation Change Request Form.
- When a parent/guardian must change the primary location to the secondary location, he/she must submit the Transportation Change Request Form to the school office for approval on or before the morning of the requested change.
- Changes to bus drop off sites must be in writing. Phone calls for bus changes are prohibited.
- In the event that a student needs to be picked up at school by one of the four authorized individuals designated on the transportation agreement, the student's parent/guardian must submit a Transportation Change Request Form on or before the date of the requested change.
- A parent or adult guardian must be visible to the bus driver before any student in grades PreK-4 will be released from the bus. In the event that no one is visible, the student will be returned to the school for parent pick up.
- Families affected by rotating schedules (custody, work, etc) that affects transportation, must submit a calendar or note detailing the dates of the rotation. Forms submitted with vague information such as "every other week" will not be accepted.
- Transportation Change Request Forms must be filled out completely using the names of individuals. Forms submitted using vague information such as "grandma" or "neighbors" will not be accepted.
- The building secretary must be notified of any changes to the normal pick-up/dismissal schedule for each student and all Transportation Change Request Forms must be approved by the school office before changes can be made to a student's schedule.

General Transportation Information

- Bus routes will be designed and adjusted by the Director of Transportation.
- Please contact the Director regarding questions concerning bus stops and drivers.
- The bus driver is in charge of the children after they board the bus. If the bus driver feels that the behavior of a child is unsatisfactory on the bus or interferes with safety, the bus driver will discipline the child and/or contact the parents as a first or second step.
- The driver will be permitted to return a child to school should he or she deem the offense worthy of such discipline.
- Students whose behavior is beyond the control of the driver may be denied permission to ride the bus. In such case, school authorities will notify the parents.

Eastern Local School Bus Behavior Rules and Conduct Expectations

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive (Approximately 10 minutes prior to arrival). Pupils must wait in the designated POS (Place of Safety- designated by the bus driver), which is a safe distance from traffic and at least 10 Feet from the bus and roadway.
 - The bus horn **will not** be used to inform students or parents that the bus has arrived.
 - Students are to wait for and obey the driver's hand signals before approaching the bus, exiting the bus, and before crossing the roadway.
 - If the bus horn sounds, that means DANGER, and the students should stop and look to the bus driver for further instruction.
- Behavior at school bus stop must not threaten life, limb, and property of any individual and must be consistent with expected behavior on the bus and in the classroom.
- ***Preschool through fourth grade students will not be released from the school bus unless an adult is visible at the residence.**
- When exiting the bus on the right side, students are to move on to their designated POS, and then wait for the bus to leave. Students are not to pick up any items they drop, go to the mail box, or perform any other action than checking traffic and making their way promptly to their Point of Safety.
- When exiting the bus on the left side, pupils are to follow these procedures.
 - Exit the bus and move to a point approximately 10 feet in front of the bus on the right hand side. Students should make sure they have eye contact with the driver and wait.
 - When the driver lowers his arm, students shall proceed to the middle of the roadway, perform a traffic check on their own, and then cross the roadway to their designated POS. Students are to then wait at their POS until the bus departs.
 - At no point in this process should the student stop to pick up something, get the mail, or perform any other activity except exiting the bus and making their way promptly to their designated POS.
- Pupils must sit in their assigned seat.
- Pupils must remain seated keeping aisles and exits clear.
 - "Seat on Seat/Back on Back", Face forward, and Hands and Feet to Self at all times.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils will not use or hold cell phones or any other type of electronic device while on the bus. These devices are to stay in the student's book bag or in their clothing.
- Pupils must not yell, use profane language, or make inappropriate gestures on the bus.
- Eating and Drinking on the bus is forbidden. (There will be no chewing of gum on the bus.)
- Pupils must not use tobacco on the bus. (Follow Handbook)
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for student with proper documentation on file.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils must not put head or arms out of the bus windows.
- Pupils may carry on the bus only objects that can be held in their laps. NO ANIMALS ALLOWED ON BUS.
- Pupils must leave or board the bus at location to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Change requests via phone or electronic communication will not be permitted.)
- Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils. (N/A)
- Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical conditions which may require driver attention. (N/A)
- Assault/Fighting/Bullying/Horse-Play will not be tolerated. (Follow Handbook)
- Possession of dangerous weapons, look-alike weapons, etc. and look-alike drugs is forbidden. (Follow handbook)

School Bus Disciplinary Procedure

1st Notice: Verbal Warning from Driver and/or Bus Conduct Slip issued

Driver Documentation in Bus Behavior Log

2nd Notice: Bus Conduct Slip issued/Driver Notifies Parents

Conference with Bus Driver, Transportation Director, Student, and/or Principal.

Driver Documentation in Bus Behavior Log

3rd Notice: Bus Conduct slip issued/Up to and including Probation, Detention, Saturday School,
In School Suspension, Saturday Bus Education Course, and Suspension.

Driver Documentation in Bus Behavior Log

4th Notice: 3 to 5 day bus Suspension

5th Notice: 10 day bus suspension

6th Notice: Permanent removal from bus

****Depending on the severity of the offense, school administration may elect to skip 1 or more of the above mentioned steps or modify the disciplinary process at any time****

By signing this agreement, my child and I attest that we will abide by and follow all instruction contained in The Transportation Authorization Agreement and the Eastern Local School Bus Behavior Rules and Conduct Expectations.

Our signature all serves as our request for the Transportation Type/Types circled on Page 1 of this agreement.

_____ (Parent/Guardian Printed Name)

_____ (Parent/Guardian Signature) Date: _____

_____ (Student Printed Name)

_____ (Student Signature) Date: _____