



I am _____, your child's new bus driver. My bus aide is _____ . We will make every effort to pick-up and deliver your child at the same times every day. We are asking for your cooperation in following our time schedule.

Please have your child ready at least fifteen (15) minutes prior to pick-up in the morning and be available twenty (20) minutes prior to drop-off time in the afternoon.

If for some reason, your child is not going to ride the bus on any day, please call me before 8:00 p.m. the night before. My phone number is _____ or call Student Transportation at 358-4224 after 5:30 a.m. If I have mechanical problems or delays, I will try to notify you.

RULES AND REGULATIONS FOR SPECIAL TRANSPORTATION

1. Transportation services will be arranged within 3-5 business days after receipt of the Transportation form at our office. The assigned bus driver will contact you to arrange the date service will begin and inform you of the scheduled pick up and drop off times.
2. All special transportation students shall be ready and waiting at their bus stop at the designated pick-up time.
3. If a student has a disability that requires assistance getting to and from the bus, it is the parent's responsibility to get the student to the bus in the morning, and to meet the student at the bus in the afternoon.
4. If no one is at home when we deliver the student, the student will be returned to school. Parents are responsible for providing transportation from school to home that day.
5. The driver must report to the Routing Department when a child has missed 3 days in a row. A Route Analyst will attempt to make parent contact to determine the student's status and the driver will be provided further instructions.
6. If you have a change of pick up or drop off address, contact phone numbers, names of persons authorized to receive your student at drop off, or are moving from our system, please notify the school teacher. Changes in transportation services must be authorized through the Special Populations Department and the Student Transportation Department. Bus drivers are not allowed to make such changes.

PARENTS

Please read and keep these rules and regulations for your information. Cut off the bottom half of this page, complete all information and sign your name verifying that you have read the rules and will abide by them. Please return to the driver as soon as possible. We look forward to providing you with the best transportation services in the state.

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I have read and understand the above rules and will abide by them.

Student's Name _____

Parent's Name _____

Parent's Signature _____

Home Phone _____

Work Phone _____

Please list any medical conditions that we should be aware of: _____

Please list any other behavior concerns that we should be aware of: _____

Please list ways we may use to calm the student should he/she become upset: _____
