

SCHOOL BUS REQUEST FORM

Please submit your completed form to the School Bus Coordinator by e-mail to schoolservices@oslois.no or in person to the main school office. Please allow a minimum of 2 full days for your request to be processed and confirmed by the Coordinator.

New students to OIS may use the school bus service on their first day of school if they have received confirmation from the School Bus Coordinator prior to their school start date.

Questions can be referred to the School Bus Coordinator via telephone +47 67 81 82 90 or via email schoolservices@oslois.no.

Date of Request: _____

For School Year: _____

Student's Name: _____ Class: _____

Student's Name: _____ Class: _____

Student's Name: _____ Class: _____

Home address: _____

Parent E-mail address (we will send the bus schedule to this address): _____

Desired start date for riding the bus: _____

Frequency of Travel:

- Both Ways
 Morning Only
 Afternoon Only

Fees and terms of Bus Service are detailed in the School Bus fees document. Two weeks written notice is required for cancellation or changes to the bus service. Please send an e-mail to schoolservices@oslois.no.

The bus fee invoice should be e-mailed to (please check one):

- Employer
 Parent

Please Print Name of Parent/Guardian

Signature of Parent

Parents and bus rider(s) should also read and sign the OIS Bus Conduct Policy on the next page.

For Bus Coordinator Use Only:

Bus Number:	Send info to Billing:
Bus Stop:	Sent info to Teachers:
Space on bus:	Issue route & rules to parents:
Mark on route:	Enter on school database:
Mark on check lists (Primary only):	Student IDs:
Bus Contract:	

OIS BUS CONDUCT POLICY

All students travelling on the school bus must read and sign this agreement to follow school bus guidelines.

- 1. Remain in your seat at all times. No switching seats or standing while on the bus.**
- 2. Must wear seat belt.**
- 3. Keep your hands, feet, and personal items to yourself.**
- 4. Use your inside voice.**
- 5. Be respectful to others, including the bus driver.**
- 6. Use kind words toward others. No swear words allowed.**
- 7. No eating or drinking on the bus.**
- 8. Must not damage or deface the bus or bus seats.**

I understand and will follow the above rules and that failure to comply may result in temporary or permanent suspension from travelling on the school bus.

I will report any misconduct or inappropriate behaviour from other students to an adult (bus driver, parent, teacher, staff).

Bus rider(s) Signature(s): _____

Parent Signature _____

Date _____