

SCAPA Transportation Policies 2023-2024

Important: Your child will be dismissed from school according to the instructions provided on this form.

- The primary mode of transportation is determined by what transport your child takes three (3) or more days a week. For example, if your child rides the bus three (3) or more days a week, they are considered primarily a bus rider according to FCPS policy. Or, if the student is transported by car three (3) or more days a week, they are considered primarily a car rider.
- However, if your student needs to take different modes of transportation every week, you may indicate on the reverse side of this form how your student will arrive **and** be dismissed on a daily basis. Elementary students will have dismissal tags on their backpacks indicating how they will be dismissed according to what is completed on the back of this form. Middle school students will not have dismissal tags on their backpacks.
- For ELEMENTARY STUDENTS - If ever your child needs to be dismissed differently from what is on this form, the student **MUST** submit a dated and signed note by the legal parent/guardian to the front office before 1:30 pm on the day the student needs to change his/her mode of transportation.
- **IMPORTANT FOR ALL STUDENTS (Note: This is new for middle school students)** - If your student will be a bus rider two or less days a week, the bus will not be considered the primary mode of transportation according to FCPS policy. Thus, if your child needs to ride the bus one or two times a week, or ride a different bus that is not the primary mode of transportation, **the student MUST submit a dated and signed note by the legal parent/guardian to the front office before 1:30 pm on the day the student needs to ride the bus. This applies to both elementary and middle school students.** Front office staff will then provide a bus pass to the student for that day only to ride the bus.

Example 1: If your student is a car rider Mon - Thurs but needs to ride bus 122 every Friday, the student will need to bring a signed and dated note from the parent requesting a bus pass for every Friday. The student will then submit this pass to the bus driver who will file it for reference. Without the bus pass, the bus driver will not provide transportation for your student on that day.

Example 2: If your student needs to ride a different bus than is recorded on this transportation form, the student will need to bring a signed and dated note from the parent requesting a bus pass for that day. Without the bus pass, the bus driver will not provide transportation for your student on that day.

- Transportation changes by phone, email, or by verbal notification to child or teacher are **NOT** permitted. Changes must be made to the front office only.
- If your child needs to be picked up early, an adult on the APPROVED PICK-UP list should report to the front office with a photo ID to sign out the student for early release.
- If a student is going home with another student who rides a bus, **BOTH** students must bring written permission from their parent/guardian before a bus pass will be issued. A student must ride his/her designated bus the entire route unless written permission is supplied by his/her parent/guardian and the principal issues a bus pass.
- Students must bring written permission from **BOTH** parents/guardians if they are to ride in a car with someone other than their parent or legal guardian.
 - Periodically, you will be asked to verify the transportation your student takes in the morning and afternoon. Any bus number and bus stop changes that are verified will be changed in Infinite Campus and your child will only be authorized to ride those buses. If you want your child to take a different bus other than his/her reported bus, you **MUST** send a note of request each time and

state whether it is a one-time request or if it is a permanent change.

- For the safety of your child, it is imperative to maintain up-to-date transportation information in the office. Please request a new form for any permanent transportation changes made during the school year.

Please indicate how your child will arrive **and** be dismissed to and from school: **NOTE: If your child will be riding a bus, please include the bus number and specific bus stop!**

Monday AM _____ PM _____
Tuesday AM _____ PM _____
Wednesday AM _____ PM _____
Thursday AM _____ PM _____
Friday AM _____ PM _____

Parent/Guardian Transportation Agreement

I have read SCAPA's transportation procedures and understand that my child will be dismissed according to the information I have provided on this form and will only be released to the adults listed on Authorized Released Form (separate). I also understand that should I give permission for an adult not on that list to pick up my child, I must notify the school in writing ahead of time and the adult picking up MUST show a photo ID. If I ever need to change my child's dismissal instructions (even for 1 day), I must notify the front office in the form of a dated and signed requested note with my signature before 1:30 pm on the day of change.

Student Name: _____

Student Grade Level: _____

Parent/Guardian Printed Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Parent/Guardian Signature: _____

Today's Date: _____