

USD 506 School Bus Transportation Request/Contract

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.

PLEASE PRINT WHEN FILLING OUT

Parent/Guardian Information:

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 _____

Mother Contact Phone _____ Father Contact Phone # _____

Other Contact Phone –Name _____ Number: _____

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
	Daily	AM Only	PM Only	Occasionally	

If student(s) 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 _____

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

_____ No _____ Yes (please explain) _____

NOTE: Any changes in this will require a note to the school office. The school office will send it to the Transportation office and 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:

USD 506 Transportation Department

I have received a copy of the School Bus Transportation Request/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)

Signature (if able) Grade

USD 506 Bus Riders Contract

USD 506 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 outlined below 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.

Beginning of the School Year

1. The Bus Number, Driver and times will be determined the week prior to the beginning of School.
2. Drivers will be assigned after enrollment and routes are finalized. They will pick up their bus and run their route between August 11th and August 20th. Bus drivers will determine **estimated pickup and drop times** and contact the parents giving them their name, phone number and estimated times.
3. If you have not heard from the driver by August 21st, please call the Bus Barn at (620) 784-5412 or email swolgammott@usd506.org.

General Rules:

1. If the driver is running early, they will wait at the pick-up or drop-off point until the designated time. If the bus is running late, the parents/student(s) should be waiting at the bus stop.
2. Students who are habitually late for the bus may be left behind and it will be the parent's responsibility to transport them.
3. The driver of any school bus shall be responsible for the order and conduct of the pupils transported.
4. The driver has the responsibility to assign seats, and will be directed to do so as a matter of procedure.
5. The driver has the right to set bus stop locations based on safety and student population.
6. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures are not permitted.
7. Riders must stay out of the driver's seat and may not tamper with any operating equipment.
8. 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.
9. Students may not exit from the emergency door unless directed to do so by the driver.
10. Eating food or drinking beverages on the bus is prohibited during route. **NO GLASS CONTAINERS OR BOTTLES ARE PERMITTED.**
11. Tobacco, drugs or alcohol in any form **will not be permitted** on the bus.
12. 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.
13. It is suggested that students not bring devices such as CD players, I-pods, hand-held game systems, etc. on the bus. USD506 is not responsible if these items are lost or stolen.
14. **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.
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.

As a Parent:

1. I Understand that once a transportation request is submitted a total of 2 complete business days are required BEFORE bus service can begin. Any changes to pick up or drop off location must be in writing to the school administration/transportation office. We **will not** accept any verbal changes from the student.

2. Bus Drivers are not allowed by law to answer or text on their phones while driving. Please notify the driver as soon as possible if a student will not be riding. However, if you know the driver has already started their route, please call the Bus Barn at (620) 784-5412 and the Bus Barn will notify driver via radio.
3. Have my child(ren) at the bus stop at 5 to 7 minutes prior to the **estimated** pick up time. The driver will not wait or honk.
4. Be at the Bus Stop 5 to 7 minutes prior to the **estimated** drop off time. If you are not at the drop off point, student will be returned to the school or Bus Barn for pick up.
5. Provide safe delivery of my child(ren) to and from the bus pick-up/drop-off location.
6. Be sure they are a safe distance (at least 10 feet from the traveled portion of the road) while waiting for the bus. Student will wait in an orderly manner and never push a fellow student.
7. 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.
8. 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.
9. All bus riding changes during the school day must be called in to the school office and a bus note issued by the office.
10. I understand that it is my responsibility to Transport big items used for class projects or large band instruments. Large items cannot safely or conveniently be carried on the bus due to limited space/storage.
11. My child(ren) will obey promptly and willingly any reasonable directive of the driver.
12. 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.
13. I understand that if my child(ren) fails to obey any of the bus rules, an office disciplinary form will be issued.
14. If my child is issued an office disciplinary form, it will be reviewed with them by school principal and I will be notified by the principal. A short or long term suspension may be issued immediately, depending upon the severity of the infraction.
15. I will be responsible for payment for any damages to school district property (including the school bus) that has been determined to be caused by my child(ren).

As a Bus Rider, I agree to:

1. Be at my bus stop at least 5 to 7 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. 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.
4. Use the handrail each time I enter or leave the bus.
5. 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.
6. I will not move while the bus is in motion.
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 follow all instructions given to me by my bus driver. If crossing the road, I will make sure I am 10 feet in front of the bus and wait for the driver to give me the signal that it is safe to cross the road.
10. 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.
11. I will not extend hands, arms, heads or object from the bus windows at any time.
12. I am not permitted to shout or gesture to passing vehicles or pedestrians from the bus.
13. Windows may be put down to when permitted to do so by the driver.
14. 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.

15. I will not distract the bus driver at any time.
16. **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.**
17. I understand that if I do not obey the rules, I will be issued an office disciplinary form.
18. I will report any damage to the bus to the Bus Driver immediately.
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.

DWAYNE'S PHOTO BUS STOP

For those being picked up / dropped off at 32nd & Grand (Dwayne's Photo) please note the following:

1. Please park at the far West side of the parking lot in back behind the building.
2. Do not exit the parking lot at the employee entrance – please wait until the bus departs and use the exit.
3. Do not park in their Front Lot (next to 32nd St). This is their customer parking.

21st TANK CONNECTIONS BUS STOP

Please be aware that we have a number of Buses that Pick up and Drop off at Tank Connections. Please make sure your child(ren) have been instructed to watch for cars/buses as the move to the Bus Stop.

1. Please enter the lot from the North Entrance.
2. Park on the far West side of the parking lot.
3. Exit the lot using the South Entrance.
4. Buses will line up along the South 21st Street Facing South.

