TRANSPORTATION GUIDELINES

The safety of your children while walking to, from, and while waiting at the bus stop is the parent's responsibility.

Student Bus Stop Assignment:

- ⇒ Students are assigned to the stop closest to their home address
- ⇒ Change of bus stop for personal preferences such as, but not limited to, to get on/off the bus sooner/later or being with other friends in the neighborhood are NOT allowed

Transportation Tags:

- ⇒ The address that your child uses three or more days during the week is the address that is applied to the transportation tag
- ⇒ Do not remove tag – Only the school may remove or attach a new transportation tag to your child's book bag
- ⇒ Only one tag issued per child
- ⇒ The school must be notified in writing to request a transportation change for your child different from the original agreement made at time of enrollment

Official Bus Pass:

- ⇒ Will not be issued for play dates, birthdays, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by a school official
- ⇒ Are valid for up to 10 consecutive school days and cannot be Xerox copies

Emergency situations: *To obtain a temporary bus pass the parent must notify the school in person and/or in writing with the following information:*

- ⇒ Parent and student name, contact phone number and address of student your child is going home with
- ⇒ Parent (requesting emergency transportation) contact phone number for verification
- ⇒ Day of week and date(s) that you are requesting a bus pass not to exceed 10 consecutive school days
- ⇒ Parent signature and date

Permissive Transfers:

- ⇒ Transportation for students on permissive transfer is the responsibility of the parent /guardian
- ⇒ For additional information see the GCPS website at www.gwinnett.k12.ga.us

Car Rider:

- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus home or designated emergency address

GCPS School Bus to daycare facility 5 days a week – *Address other than the home address* ***requires***:

- ⇒ Students being transported to a day care facility by a GCPS bus must provide the school with a copy of the daycare enrollment verification letter
- ⇒ School approval and/or transportation supervisor's approval and signature prior to start date of service
- ⇒ Student meets eligibility within the school's assigned attendance zone
- ⇒ For reasons other than daycare; Transportation supervisor approval, and must be the same for all 5 days of the week

Service address MUST be:

- ⇒ The same for all 5 days
- ⇒ Within the school's assigned attendance zone or the daycare facility/sitter provides all transportation
- ⇒ An approved and/or current GCPS bus stop and in compliance with GCPS Transportation "safe stop" guidelines

This form is to be completed for every elementary child with each transportation change.

TRANSPORTATION PARENT AUTHORIZATION (Regular Ed Only)

Student Name: _____ Grade _____ Teacher _____

Home Address: _____

Home Phone#: _____ **Apt/Bldg# :** _____

Cell#: _____ **Work#:** _____

Students eligible to ride the GCPS bus are allowed one (1) address for morning service, one (1) address for afternoon service, and must have a transportation tag on their book bag at all times indicating their PM permanent form of transportation.

SCHOOL USE ONLY

STUDENT NAME # STU ID:

□ BUS TAG CREATED ENTERED IN Synergy

□ GCPS BUS # AM PM PERMIT CODE

□ DAY CARE VAN _____ V. LTR _____
Check if attached

□ CAR RIDER # _____

Alternate Approval by Transportation is:

Apprved_____ Denied_____ Date_____

_____
Transportation Supervisor/Designee Signature

PARENT/GUARDIAN STATEMENT

At the end of each school day, Harbins Elementary School has authorization to dismiss my child to:

DATE TO BEGIN:

_____

Check ONE AM and ONE PM box from the options below:

Students without a Parent Authorization Form on file with the school will be transported on GCPS bus to their assigned bus stop for their home address.

BUS RIDER

☐ AM
☐ PM

CAR RIDER

☐ AM
☐ PM

DAYCARE

☐ AM ☐ PM

Name of provider: _____

Phone number of provider: _____

This information is required and daycare enrollment will be verified. The Alternate Bus Stop goes into effect after this request has been approved by your Transportation Supervisor and entered into Synergy. This process could take up to 10 business days.

GASP

☐ PM

By clicking this box, you are telling the school you have already registered this student for the Georgia After School Program.
NOTE: The district does not provide transportation home from GASP.

AM ALTERNATE ADDRESS: _____
(Street Address) (Apt #) (City) (Zip Code)

PM ALTERNATE ADDRESS: _____
(Street Address) (Apt #) (Zip Code)

By signing below I agree to the following: I have read and understand the guidelines on the back of this sheet. The safety of my child while walking to, from, and waiting at the bus stop is my responsibility. The above information I have provided is correct, and I am the Parent/legal guardian of the child listed above. Signature is required to process this request.

_____ _____ _____
Parent/Guardian Name (print): *Parent/Guardian Signature* *Date*

PLEASE PRINT, SIGN, AND RETURN THIS FORM TO THE FRONT OFFICE AT HARBINS

Modified for Harbins Use