

## SCHOOL BUS REQUEST FORM

Please submit your completed form to the School Bus Coordinator by e-mail to [bus@oslois.no](mailto:bus@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 email [bus@oslois.no](mailto:bus@oslois.no).

*Date of Request:*

*For School Year:*

*Desired start date for riding the bus:*

Student's Name:

Class/Year level:

Student's Name:

Class/Year level:

Student's Name:

Class/Year level:

Home address:

Parent email address (we will send the bus schedule to this address):

Parent telephone number:

### Frequency of Travel (select one):

Both Ways

Morning Only

Afternoon Only

Important Note: *Selecting 'Morning Only' or 'Afternoon Only' means the student can only ride the bus for that selection (there is no alternating between morning or afternoon).*

The bus fee invoice should be e-mailed to and will be paid for by (please check one):

Employer

Parent

Please Print Name of Parent/Guardian

Signature of Parent

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



### TERMS and CONDITIONS FOR BUS FEES

Fees for Optional School Bus Service Fees for optional bus service are set by the Board and posted on the website. **Fees for the school bus are invoiced per term.**

Bus fees that have been paid will not be refunded if the parent later cancels the bus service or changes from round-trip to one-way service during the term. Students who register for bus service mid-term will be invoiced for the full term. **Please note:** Timetables for Pre-IB and IB students may conflict with the bus schedule.

Bus service is subject to availability regardless of date of enrolment.

### OIS BUS CONDUCT POLICY

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

1. **Always remain in your seat. 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):

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Parent Signature:

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Date:

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\* *Signature required by students who are 13 years or over*

#### For Bus Coordinator Use Only:

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

