REQUEST for TRANSPORTATION FORM

Coloma Community Schools 302 W. St. Joseph St, Coloma MI 49038
Transportation Department 269-468-2433

STUDENT INFORMATION

☐ NEW ☐ CHANGE

Students Name: _____ Grade: _____

Home Address: _____

Parent/Guardian Name: _____ Telephone No: _____

In Case of Emergency: _____ Telephone No: _____

Please note: Parents are to designate only one bus pickup point and only one drop off point. Infrequent and/or irregular pick up and drop off requests cannot be accommodated. Students may not change bus stops without approval from the Transportation Department.

Transportation changes require a new request form and could take 3 to 5 school days to set up

TRANSPORTATION METHOD

My child is a: ☐ Car Rider ☐ Walker

☐ **Bus Rider –** ☐ **BOTH** ☐ **AM only** ☐ **PM only**

Fill out below if the pick up and/or drop off location is different - we will try to honor requests for stop locations other than your home address.

AM: My child will be transported from _____
(Address - if different from your home address)

PM: My child will be transported to _____
(Address - if different from your home address)

Caregiver Name: _____ Phone Number: _____

To meet STATE LAW an adult (18 yrs) must accompany Preschoolers to and from the bus and physically help the child navigate the steps. Kindergarteners must have an adult, or older sibling (12 yrs) visible from the bus stop before being released. There are no exceptions to these policies. If not in compliance your student will be returned to their school.

Please go over the rules with your student(s) that are attached to this form.

Parent/Guardian Signature: _____ **Date :** _____

IN THE EVENT OF AN EMERGENCY CLOSING

Due to the large number of students in the district, if an emergency arises we are unable to personally contact parents for transportation arrangements. Your student will be transported based on your normal transportation arrangements.

FOR TRANSPORTATION OFFICE USE ONLY

☐ ECDD ☐ LLP ☐ CE ☐ CIS ☐ JR ☐ HS START DATE: _____

AM - BUS # _____ PU Time: _____ PM - BUS # _____ DO Time: _____

Bus Rules

Transportation Department Mission

To provide students with safe transportation to school programs and activities.

Responsibility of the Bus Driver

The bus drivers are responsible for the safe and orderly transportation of all students. The drivers are responsible for carrying out all district policies and rules relating to student transportation. The bus driver is in complete charge of the bus and students, the same as a teacher in a classroom.

Responsibility of the Students

1. Be at the designated stop ready to board the bus five (5) minutes before the bus arrival time, standing in a visible location, at least 15 feet off the roadway. The driver is responsible to keep on schedule and CANNOT WAIT for tardy students.
2. Stay off the traveled roadway at all times while waiting for the bus, Stand at least fifteen (15) feet off the roadway.
3. Wait until the bus has come to a complete stop and the door is open before attempting to get on/off the bus, using only the front door. Depart the bus only when the driver indicates that it is alright to do so.
4. If students cross in front of the bus, do so in the following manner: Make certain the bus is not moving, the red alternating lights are on, and all other traffic has stopped. Go ten (10) feet in front of the bus within sight of the driver, wait for the proper signal from the driver, and then look both ways to make sure there are NO cars moving before crossing.
5. **CELL PHONE USE** - cell phone use while in school vehicles is to be limited to school appropriate videos, or gaming while wearing headphones only. No phone calls and/or recording or picture taking, while in school vehicles. Cell phones can be taken and held by the driver, which will be returned to school staff or parents.
6. According to Pupil Transportation Act 187 Section 257.1811, "All baggage, articles, equipment, etc… must be secured in a manner that assures unrestricted access to all exits by all occupants, and protects against injury." This means all items brought on the bus are to be held by the student. Nothing will be permitted on the floor. Animals or glass items are not allowed on the bus.
7. Students should be absolutely quiet at railroad crossing so the driver is not distracted.
8. Occupy the seat assigned by the driver and refrain from moving while the bus is in motion.
9. Observe classroom conduct (except for quiet conversation) getting on /off and while riding the bus.
10. Obey the driver cheerfully and promptly. Courtesy to the driver and fellow students is expected.
11. Keep hands and heads inside the bus at all times. No throwing objects inside or outside of the bus.
12. Make restitution to the school for any damage done to school property.
13. Report any damage to the bus that is observed.
14. No spraying perfume/cologne on the bus.
15. Help keep the bus clean. Eating is not allowed on the bus.
16. **NO Bus Passes are being given to ride a different bus, other than your assigned bus.**

Responsibility of the Parents

The responsibility of the parents whose child(ren) are transported :

1. To make sure your child is at the bus stop on time in the morning, five (5) minutes before the scheduled pickup and drop off times, standing in a visible location, at least 15 feet off the roadway.
2. If your child(ren) has missed the bus at their assigned stop: for safety reasons **DO NOT** follow the bus to the next stop to try and get your child(ren) aboard the bus. You must take your child(ren) all the way to their school building.
3. Kindergarten will not be left at their stop unless an adult or older responsible child, at least 12 years or older is present. Little Learners Students, must have some at least 18 years old, come to the bus to physically help them navigate the bus steps. The child will be returned to their school, where the secretary will try to contact the parent. If a parent or emergency contact person cannot be reached, the police will have to be contacted. The third time this occurs, the child will be suspended from the bus.
4. To provide necessary protection and supervision of their child(ren) when going to and from and while waiting for the bus.
5. Group bus stops
    a. A parent, guardian, or responsible adult must be at the stop to pick up your students.
    b. If you are not at the stop for drop-off , your child will be returned to the District and you will be required to come and pick them up. After the second time your child is returned, your child's transpiration privileges may be revoked and you will be responsible for transporting your child to and from school.
6. To make reasonable efforts to cooperate with those responsible for student transportation. If you need to report a problem that occurred on the bus, please talk to the driver or call the transportation supervisor 269-468-2433 in a calm voice without using abusive language.
7. To understand that all students must be taken home to their assigned stop at night. **NO Bus Passes are allowed.**
8. To accept responsibility for reading the rules with your child(ren) and making sure they understand what is expected.
9. Parents are responsible for reporting all changes in address, home phone number, and emergency phone numbers to the building office.

Riding the School Bus is a Privilege. Please don't lose it.

The school may at any time revoke your child's bus privileges if there is a repeated disregard for the bus rules. You would then be responsible for transporting your child both in the morning and after school for at least one (1) full school day, or up to the remainder of the current school year.