

**Request for School Bus Transportation
For School Year 2022-2023**

Requests need to be RENEWED EACH SCHOOL YEAR

Use this form ONLY if you have already REGISTERED with Cove Charter Academy or Temple Charter Academy

To be eligible for transportation:

- Distance Criteria must reside more than 1.5 miles and less than 10 miles from the school of attendance.
- An application must be completed for **EACH** child for whom the transportation is requested.
- Submission of this request is not a guarantee of service, approval depends on existing bus routes servicing your child's school.

To be completed by Parent/Guardian Only (Please Print Clearly)

School (Check One): **Cove Charter Academy** **Date:** _____
 Temple Charter Academy

STUDENT Name: _____
LAST FIRST MI

STUDENT Address: _____
STREET CITY STATE ZIP

STUDENT DOB: _____ **Grade:** _____
DD MM YEAR

AM Pick-up Address: (Must be the same 5 days a week)

STREET CITY STATE ZIP

PM Drop-off Address: (Must be the same 5 days a week)

STREET CITY STATE ZIP

PARENT/GUARDIAN Name: _____ **PHONE:** _____

PARENT/GUARDIAN Name: _____ **PHONE:** _____

EMERGENCY CONTACT: _____ **PHONE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

To be completed by the Transportation Department

APPROVED **DENIED** Reason if Denied _____

Driver's Name: _____ **Bus Number:** _____

Stop Location: _____

PRIORITY CHARTER SCHOOLS
TRANSPORTATION DEPARTMENT

The Priority Charter Schools District Transportation Policy is based on the philosophy that the bus ride is an extension of the school day. To ensure the safety of each passenger, it is the responsibility of all students to be aware of and comply with all established bus safety procedures.

All students who are in grade 3 or above are allowed off the bus at their assigned bus stops. All younger students must be met by parent/guardian or designee.

Transportation will only be provided to regular education students who attend Cove Charter Academy or Temple Charter Academy and reside one and a half (1.5) miles but no more than ten (10) miles from the school. Student bus stops can be up to one (1) mile from a student's residence.

Special Education students receive transportation as specified in their Individual Education Program (IEP). Students eligible for transportation will be notified no later than one (1) week before the start of school.

Transportation is a privilege, not a right. If this privilege is abused, students run the risk of losing their district-provided transportation. Parents/Guardians will then be responsible for transporting their children to and from the assigned school. When students are not met at bus stops, they are brought back to the school and the parent/guardian is required to pick-up the child as soon as they are notified by the staff. Repeat offenders run the risk of losing transportation privileges. If a student is not picked up by 6 PM it is state requirement for the authorities to be notified.

BUS STOP RULES

Students are expected to be at their bus stop 10 minutes before their scheduled pick up time. School bus drivers are not able to wait for late students.

Students are expected to respect the property of others while waiting at their bus stop.

Use of profanity is not permitted at bus stops.

Students must stay away from the street, road or highway when waiting for the bus. Students should wait until the bus comes to a complete stop before approaching the bus to board.

Student departing the bus must move away from the bus.

If students must cross the street, they are to always look BOTH ways before crossing, cross 10 feet in front of the bus where the driver can clearly monitor the student's location. Students are to wait for the bus driver to signal students to cross the street.

Fighting, harassment, intimidation and horseplay are forbidden at bus stops.

No use of alcohol, tobacco, electric cigarettes, or drugs at bus stops.

Students are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving

BUS RULES

Students are immediately follow the directions of the driver.

Students are to sit in their seat facing forward. (Back to Back; Bottom to Bottom; Book bag under seat)

Use of profanity, rude or obscene gestures, or spitting is not permitted on the bus.

Students are to keep all parts of their body inside the bus.

Students are to conduct themselves in a way that will not distract the driver and talk quietly.

Students are to keep arms, legs, and belongings to themselves and out of the aisle.

Fighting, harassment, intimidation and horseplay are forbidden on the bus.

Students are not to throw any object on the bus.

No use of alcohol, tobacco, electric cigarettes, or drugs at bus stops.

All articles that students bring onto the bus with them must be able to fit under the student's seat or on their lap.

Weapons and dangerous object are forbidden.

Students are not to eat or drink while on the bus. Students should help keep the bus clean, sanitary, and orderly. They must not damage the school bus.

Students are not to touch the emergency equipment on the bus (emergency doors, window, roof hatches, first aid kits, 2-way radios) except as directed by the driver.

Bus drivers have the right to assign seats to students and prohibit any conversation.

DISCIPLINE

Consequences for school bus & bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e. field trips or competitions) will be the sole discretion of the School Administrator. Parents or guardians will be notified of any suspension of bus privileges.

Students PreK-12: First offense is 1 day bus suspension; Second offense, 5 day bus suspension and Third offense is bus suspension for the remainder of the school year.

Special Education students will be dealt with in conjunction with the student's IEP.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from bus or bus stop misconduct.

Records of bus/bus stop misconduct will be retained in the same manner as other student discipline records. Reports of serious misconduct will be forwarded to the District Office.

Students damaging buses will be responsible for the damage. Failure to pay such damages/restitution within 2 weeks will result in the loss of bus privileges until damages are paid, unless payment arrangements have been made.

In cases involving criminal conduct (assault, weapons, possession, or vandalism) the transportation office will press charges on the student involved and will inform the Administrator, Superintendent, and local law enforcement officials.

TRANSPORTATION PARENT/GUARDIAN/STUDENT SIGNATURE PAGE

As the parent/guardian of a bus rider, I have discussed these rules and discipline procedures with the bus rider who lives with me and we agree to abide by these rules. We understand that he/she may lose their privilege to ride a Priority Charter School bus if these rules are not followed. I have been given a copy of the bus and bus stop rules and a copy of the disciplinary actions that can be taken in the event the bus rider fails to comply with the rules of the bus.

Parent/Guardian (please print) _____

Parent/Guardian Signature _____

Student Name (please print) _____

Student Signature _____

Date _____