

TO: ALL PARENTS/GUARDIANS

FROM: District Transportation Office

RE: Bus Registration Form for the School Year

1. **Please complete the school bus registration form if your child's address has changed from the previous year or if your child is a new student.** Complete this form and return it to the school your student will be attending for the 2022-2023. The Transportation Office will need up to three (3) working days upon receipt of registration in order to coordinate transportation.
2. Please insure your residential address is clearly visible at the roadside. The blue reflective markers available from your local fire department work very well. This helps ensure the safest way for us to identify your address.
3. Parents of registered students who desire their child to ride a bus other than their own bus to or from school must provide the bus driver with a written request signed by the principal. **Transportation will only be authorized if there space is available in accordance with state law.**
4. Transportation is provided to and from assigned bus stop. Request for any other pick-up or drop-off location (i.e. daycare, grandparents home, etc.) requires approval by the Transportation Office. You must submit a separate request (Day Care Pick-up or Drop-off Request Form). This form can be obtained at any school and needs to be sent to the Transportation Office at YOUR SCHOOL DISTRICT.
5. We encourage all parents to review the Bus Rules of Conduct with their student and help instill the importance of safe and appropriate bus behavior. Please visit our District web site for additional school bus information. If you should have any questions, please contact the supervisor listed for your specific school. Phone numbers and e-mail addresses are listed on the DISTRICT WEBSITE web site, or call the main Transportation Office at LISTED PHONE NUMBER.

**NEW STUDENT/ADDRESS CHANGE SCHOOL BUS REGISTRATION FORM
SCHOOL YEAR 2022-2023**

THIS FORM MUST BE COMPLETED BY PARENT OR GUARDIAN.

NOTICE: The Transportation Office will need up to three (3) working days upon receipt of registration in order to coordinate transportation to and from assigned bus stop. Request for any other pick up or drop off location (i.e. daycare, grandparents home, etc.) requires a Day Care Pick-up or Drop-off Request Form and will be based on space available. (Please see #4 above.) In order to ensure proper routing and capacity for each bus, the following bus registration form must be completed and returned to your student's school or transportation office.

(Please Print Clearly)
NAME OF SCHOOL: _____ GRADE: _____ AGE: _____

NAME OF STUDENT : _____
(Last Name) (First Name)

NAME OF PARENT/GUARDIAN : _____
(Last Name) (First Name)

ADDRESS : _____
(Street Address & Name) (City) (Zip Code)

NAME OF SUBDIVISION : _____ E-MAIL ADDRESS: _____

HOME PHONE # : _____ CELL# : _____

MOTHER'S WORK # : _____ FATHER'S WORK # : _____

EMERGENCY POINT OF CONTACT : _____

EMERGENCY PHONE # : _____

MEDICAL CONCERNS : _____

BUS SERVICE REQUIRED: TO SCHOOL: - YES - NO FROM SCHOOL: - YES - NO
(Check one of each)

Signature of Parent/Guardian

Date

OFFICIAL USE ONLY

Route # Assigned: _____

AM Pickup Time: _____ AM Pick-up Location: _____

PM Drop-off Time: _____ PM Drop-off Location: _____