



SCHOOL BUS ENROLLMENT FORM

(please print)

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home 911 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Emergency) \_\_\_\_\_

Detailed Directions to Your Home: \_\_\_\_\_

Alternate Sites your Child may use (grandparents, babysitting, etc) \_\_\_\_\_

School Bus Operator: \_\_\_\_\_ Bus #: \_\_\_\_\_

WV State Policy requires Parents or a designated responsible adult (over 18 years of age) to escort PRESCHOOL students to the bus door to board, and meet the students at the bus door when departing the bus. NO EXCEPTIONS

Check ONE:

I permit the bus driver to unload my child(ren) at the bus stop without supervision or an adult to meet them.  
(cannot check this box if preschool)

I will be at the bus stop or will have one of the following person(s) to meet my child. DO NOT LEAVE ALONE.

Name:	Phone:	Relationship:

(if no one is present, child will be returned to school)

Please check if any of the following conditions apply to your child:

Asthma     Diabetes     Heart Disease     Seizures     Allergies     Bee Sting Reaction

List any Medications \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Students must be enrolled on a bus to be eligible to ride the school bus. Transportation Expectations are printed on the back of the yearly school calendar.

**This form must be returned to the school bus operator within three (3) days of receiving it, otherwise students will not be permitted to ride (due to non-enrollment) until the forms are received.**

Please include any other important information that you feel the bus operator and transportation department should be aware concerning your child(ren): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

REMEMBER: RIDING THE BUS IS A PRIVILEGE !! NOT A RIGHT !!

800 Delray Road, Augusta WV 26704 Phone: 304.496.1504

## Transportation Expectations

School rules also apply to school transportation. School rules may be more restrictive. Please refer to individual school handbooks. The following additional rules are in effect on buses, at bus stops, and transfers.

### General Rules

Note: Riding on a school bus is a privilege and not a "right".

1. Ride the complete scheduled bus route unless a parent note is provided to the bus driver and signed by the school office.
2. Students are only permitted to ride their scheduled school bus, normally to and from their place of residence. Parents of students requesting an alternate bus schedule (such as in the case of a babysitter or shared custody) should contact the bus garage in advance so that an alternate schedule can be created.  
Note: Your child's school may require a parent note each time a student rides an alternate afternoon bus schedule.
3. Students can only load and unload at authorized bus stops. For example, drivers will not be able to drop students at "Grandma's house", unless Grandma's house is an approved stop on that route.
4. During an emergency or crisis situation, follow the driver's directions immediately.
5. Students must return completed enrollment/emergency information and discipline forms by the deadline identified by the driver.

### Bus Stops and Transfers

6. Wait at least 10 feet from the edge of the road and stay away from traffic. Do not play in the roadway.
7. Wait to board the bus until the driver signals you to cross the road and watch for traffic. No electronic devices or earphones are to be used/worn while loading or unloading the bus.
8. Be at the bus stop, ready to load 5-10 minutes before the bus arrives.
9. When unloading at a bus stop, wait for the driver to signal you to cross the road. Immediately move away from the bus area. Wait to check for mail until after the bus has left.
10. Private vehicles shall be parked and operated in such a manner as to not cause a safety or traffic hazard for the bus, students and traffic entering and leaving the area. Students riding in private vehicles whose drivers do not cooperate with Transportation Department directives may be excluded from school transportation.
11. Drivers of private vehicles shall cooperate with the bus operator's signal/ directions regarding when to drive from the bus stop area so as to not endanger students.
12. School rules regarding drugs, alcohol, tobacco and weapons are in effect at bus stops.
13. Do not approach a bus that is not your scheduled bus.
14. Parents or designated responsible adults are required to escort preschool students by hand to the bus door to board the bus and must meet the preschool students and walk them by hand from the bus door when departing the bus.

### On the Bus

15. Keep hands, feet and objects to yourself and inside the bus.
16. Sit facing forward while the bus is moving, as if you are wearing a seatbelt.
17. Keep all parts of your body and possessions out of the aisle.
18. Immediately follow the driver's directions. Do not argue.
19. Do not change seats while the bus is moving or without the driver's permission.
20. Sit in and share assigned seats. Strongly suggest a face mask or face covering. Please cough or sneeze into your elbow or shirt.
21. When permitted, speak in a quiet voice. All language should be appropriate for school and show respect to others.
22. No food, liquid, gum or objects in your mouth. No open liquid containers on the bus.
23. Do not call to the driver except in emergencies.
24. Do not bring inappropriate personal property on the bus. Examples include skateboards, CO2 cartridges, glass, helium balloons, perfume, sharp objects, uncased musical instruments and balls. Drivers will attempt to transport cased/padded band instruments and cased/padded sports equipment if the student is able to place the instrument/equipment on their lap and space on the bus allows.
25. Drivers are authorized to limit children playing with toys on buses.
26. Elementary students may not have pens or pencils in their hands. Keep all items in your closed backpack.
27. Students may not have sharp objects exposed or attached to their clothes. Examples include fishhooks, hat or safety pins, sharp studs.
28. Do not damage or tamper with bus equipment including emergency equipment and driver controls.
29. Students are prohibited from using electronic devices (such as radios & music players) without headphones or in a manner which interferes with the bus communication equipment or the operation of the bus.
30. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices.

### *Consequences for Violating Bus Rules:*

Consequences for violating bus and school rules will be determined by the bus driver and/or administrator based on the severity and level of the offense. Consequences may include the following or others outlined in individual school handbooks:

- Loss of Bus Privileges
- Bus Suspension
- After School Detention
- Lunch Detention
- Out of School Suspension
- In-school Suspension

If a student has been disciplined three (3) times in one year by the school bus operator, a conference will be held with the school administrators, transportation supervisor, parent and the student to discuss the student's behavior. Loss of riding privileges for the remainder of a school year may occur.