

**MIAMI COUNTY PRESCHOOL
AT TIMBERLANE LEARNING CENTER
BUS TRANSPORTATION FORM**

Bus # _____

Bus Time: am _____ pm _____

Bus Stop: _____

Effective: _____

Please Print All Information

Transportation Requested for: a.m. _____ p.m. _____ Both _____

Date of Birth: _____ Grade: PS

Student's Name: _____

Address: _____

Name of Person at Bus Stop: _____

Relationship to Child: _____

Phone # of Person at Bus Stop: _____

My Child may be released from the bus to the following people: I understand that my child will not be released by the Bus Driver to anyone I send to the stop who is not on the following list, unless I have contacted TLC and followed the appropriate procedures. People authorized to pick up my child: (Must have a Photo ID)

	NAME	RELATIONSHIP	PHONE #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Does the child have any physical conditions the driver should be aware of? (Motion sickness, handicap, etc.)
If yes, please explain: _____

I have read and understand the bus transportation procedures. I understand that any violation of these procedures may result in my child losing bus-riding privileges.

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

My child will not require the use of bus transportation at this time.

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



Bus Transportation Procedures for Students Riding a Bus:

A Bus Transportation Form must be completed using your home address.

If your child goes to a different address, other than home, you must fill out a "Request for Transportation to a Childcare Provider" form in the office.

The parent/guardian must come to the office or send a note in writing 24 hrs. in advance of any changes that need to be made to the child's transportation form.

Changes will not be made over the telephone.

The parent or authorized adult must accompany the child to the bus stop ten minutes prior to the designated pick-up time.

A parent or authorized adult must step up to the bus door and present a photo ID to pick up the child at the bus stop.

The authorized person on your bus transportation form must be 15 years of age or older. Your child will not be released to anyone under the age of 15 year old.

If a parent or authorized adult is not at the bus stop for the Miami County Preschool Student, he/she will be returned to Timberlane Learning Center and must be picked up by ____p.m. for morning session and by ____p.m. for the afternoon session.

Montgomery County Sheriff or Children's Services will be called to assist with finding parents of children who are left at school beyond the close of the school day.

If a parent or authorized adult is not at the bus stop on a recurring basis or your child has two (2) or more incidents on the bus, your child's bus privileges may be suspended. *Absences due to bus suspensions are not excused and you will be responsible for transportation to and from school.*