

**REQUEST FOR TRANSPORTATION
(FOR OUT OF DISTRICT STUDENTS – OPEN ENROLLED)
(Open for 7th – 12th grade Only)**

PLEASE PRINT ALL INFORMATION

School Student is Attending: _____

Student's Name: _____

Parent's Name: _____

Home Address: _____

Phone Number: _____

Address of Desired Bus Pick – UP: _____

Address of Desired Bus Drop-Off: _____

Pick Up Contacts: (if applicable, I.D. will be required)

- | | | | |
|----|-------|--------------|---------|
| 1. | _____ | _____ | _____ |
| | Name | Relationship | Phone # |
| 2. | _____ | _____ | _____ |
| | Name | Relationship | Phone # |

The above location is where I will have my child wait for the School Bus that transports to the school he/she has been approved to attend. I will also make arrangements for my child to be picked up from this location after being transported by the school bus.

Parent's Signature: _____ Date: _____

For Office Use Only

Date Request Received: _____ **Permission Granted For** _____
Dates

Bus Stop on Board Approved Route _____

Bus # _____ **Stop Times:** _____ **Pick-Up** _____ **Drop-Off** _____

Superintendent / Designee Signature

Copy: File
Building
Transportation

Basic Responsibilities for Student Riding a Bus:

- Riding their assigned bus to and from school unless there is an emergency. In case of an emergency a signed request from the parent must be received by the Transportation Department.
- Be at the Bus Stop 5 minutes before the scheduled arrival time ready to board.

To allow a student to ride a different bus: The Bus Driver is not permitted to accept verbal requests. Please call the Transportation Department Office at: **937-274-4748 or 937-278-5885 ext.1009**

When the Bus Arrives:

- Enter and leave the bus in an orderly single file.
- Stay seated while the bus is in motion.
- Obey the Bus Driver.

The following Actions are NOT Permitted:

- Placing arms, head or legs outside of the window
- Using of abusive or profane language.
- Eating, Drinking, Smoking or using any form of Tobacco.
- Striking, pushing or otherwise abusing another student on the bus.
- Yelling, Stomping Feet, or Clapping Hands (sudden noises can be responsible for accidents)
- Pushing while standing in line to board the Bus.
- No Weapons, Firearms, or lookalikes are allowed on the Bus.
- No Headsets to listen to music.

THE FOLLOWING ITEMS ARE NOT PERMITTED ON THE SCHOOL BUS: Cell Phones, Skateboards, Scooters, Roller Blades, Hockey Sticks, Baseballs or Baseball Bats, Golf Clubs, Basketballs, Soccer Balls, MP3 Players, Laptops and Glass.