

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: KG

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. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |

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 completed transportation form must be on file in the office.
- A parent or legal guardian must notify the school office by 3:00 pm if any changes occur in the place your child needs to be picked up from or dropped off: address, telephone number, or authorized people.
- The parent / guardian must come into the office or send a note in writing to add or make changes to the child's transportation form. **Changes will NOT be made over the phone.**
- A 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.**
- If a parent or authorized adult is not at the bus stop for the Timberlane Student, he/she will be returned to Timberlane Learning Center and must be picked up no later than 4:00 pm.
- Every attempt will be made to contact you or your listed emergency contacts as soon as we are notified that your child was not picked up at the bus stop.
- 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 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.*
- If an emergency arises and the roads leading into or away from your area are blocked off or closed, your child will be returned to TLC, and you will be notified as soon as possible so you can pick-up your child.