

OFFICE USE ONLY: \_\_\_\_\_ RETURNING STUDENT \_\_\_\_\_ NEW ENROLLEE \_\_\_\_\_ CHANGE OF ADDRESS REQUESTED

**POINTE COUPEE PARISH SCHOOLS**

**Complete One Per Student**

**2017-2018 School Year**

**Pointe Coupee School Bus Service Request Form**

Please NEATLY PRINT or Type All Information

Student's Name: \_\_\_\_\_.

I, (parent/guardian's name) \_\_\_\_\_, DO ( ) \*\*DO NOT ( ) want bus service for my child for the 2017-2018 school year. If you DO NOT want bus service for your child, please enter your name and your child's name on the lines above, sign on the signature line below\*, and return this form to your child's school. If you DO WANT bus service for your child, please enter ALL requested information on this form and return to your child's school immediately. If a child does not need transportation in the morning or evening because of carpooling or other arrangements, please indicate so by writing "NO RIDE" in the morning or evening box.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Parent/Guardian Signature

Student's School for 2017-2018 \_\_\_\_\_ Student's Grade for 2017-2018 \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Physical Home Address (No P.O. Boxes): \_\_\_\_\_

Town/City, Zip Code: \_\_\_\_\_

ENTER PHYSICAL ADDRESS WHERE CHILD WILL BE PICKED UP IN THE MORNING (NO P.O. BOXES):



ENTER PHYSICAL ADDRESS WHERE CHILD WILL BE DROPPED OFF IN THE EVENING (NO P.O. BOXES):



If No Ride in AM or PM please place "No Ride" on appropriate line. No response means student will be dropped at same location as picked up.

Home Phone Number: \_\_\_\_\_

Work Phone Number of Mother: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work Phone Number of Father: \_\_\_\_\_ Cell#: \_\_\_\_\_

Other Emergency Names and Phone Numbers: \_\_\_\_\_

If your child receives Special Education services, does your child's L.E.P. indicate special transportation services be provided? \_\_\_\_\_ Yes \_\_\_\_\_ No

Thanks in Advance for Your Assistance Please Allow 2-3 Business Days

As a safety factor, the school bus driver shall not leave his/her position behind the wheel until every pupil has been discharged from his/her bus when he/she reaches the school, and it shall be his/her duty to assume his/her position behind the wheel before the first pupil is loaded on the bus.

As recommended by the Department of Education, the following rules for riding the school buses must be observed:

- a. The driver is in full charge of the bus and the pupils.
- b. Pupils shall obey the driver cheerfully and promptly.
- c. Pupils shall obey and respect the orders of monitors or patrols on duty.
- d. Pupils shall occupy the space designated for them by the driver.
- e. Pupils shall be on time, the bus cannot wait for those who are not on time.

Pupils shall observe the following:

- NEVER STAND IN THE ROAD WHILE WAITING FOR THE BUS
- NEVER THROW WASTE PAPER OR OTHER RUBBISH ON THE FLOOR OF THE BUS. PUPILS SHALL HELP KEEP THE BUS FREE FROM LITTER, MUD FROM SHOES, ETC.
- PUPILS SHALL NOT MARK OR OTHERWISE DEFACE THE BUS
- PUPILS SHOULD NOT START FOR SCHOOL WHEN SICK OR WHEN ANY MEMBER OF THEIR FAMILY HAS A CONTAGIOUS DISEASE.
- AVOID UNNECESSARY CONVERSATION WITH THE DRIVER.
- ABSTAIN FROM THE USE OF TOBACCO AND PROFANE LANGUAGE.
- AT ALL TIMES KEEP ARMS AND HEAD INSIDE THE BUS WINDOWS.
- GET ON OR OFF THE BUS OR CHANGE SEATS IN THE BUS ONLY WHEN IT IS NOT IN MOTION.
- PUPILS ARE NOT TO LEAVE THE BUS WITHOUT DRIVER'S CONSENT EXCEPT AT HOME OR SCHOOL.
- RESPECT PERSONS WHOM THEY PASS ON THE ROUTES.
- REPORT TO THE DRIVER AT ONCE ANY DAMAGE TO THE BUS.
- WALK ON THE LEFT SIDE OF THE ROAD, FACING TRAFFIC.
- PUPILS WHO MUST CROSS THE ROAD AFTER EXITING FROM THE BUS, SHOULD PASS IN FRONT OF THE BUS AND NOT BEHIND IT. THE DRIVER SHOULD SEE THAT THE WAY IS CLEAR BEFORE THE CHILD IS PERMITTED TO CROSS THE ROAD.

SHOULD ANY PUPIL PERSIST IN VIOLATING ANY OF THESE REGULATIONS, IT SHALL BE THE DUTY OF THE DRIVER TO NOTIFY THE PRINCIPAL AND AFTER DUE WARNING HAS BEEN GIVEN TO THE PUPIL THE PRINCIPAL SHALL THEN FORBID SUCH DISOBEDIENT PUPIL THE PRIVILEGE OF RIDING THE BUS UNTIL PERMISSION TO RIDE AGAIN HAS BEEN GIVEN BY THE BOARD OF EDUCATION, WRITTEN NOTICE OF THE ACTION OF THE PRINCIPAL SHALL BE FURNISHED TO THE PARENT THROUGH THE BOARD OF EDUCATION, BUT SUCH NOTICE NEED NO PRECEDE ACTION BY THE PRINCIPAL. ANY COMPLAINTS OF DRIVERS, PURILS OR PARENTS, NOT SPECIFIED IN THE ABOVE REGULATIONS, SHALL BE REPORTED PROMPTLY TO THE PRINCIPAL OR SUPERINDENDENT.

SHOULD THE CONDUCT OF A PUPIL ON THE BUS ENDANGER THE LIVES OR MORALS OF OTHER PEOPLE AND THE OFFENDING PUPIL FAILS TO CEASE SUCH CONDUCT WHEN REQUESTED BY TE BUS DRIVER TO DO SO, IT SHALL BE THE DUTY OF THE DRIVER TO PUT THE OFFENDER OFF OF THE BUS AND REPORT HIS/HER ACTION TO THE PRINCIPAL IMMEDIATELY. THIS SHOULD BE DONE ONLY IN EXTREME CASES AND AS A LAST RESORT TO PROTECT THE SAFETY OF OTHER PUPILS.