

## 2016-2017 FIXED ROUTE APPLICATION FORM

TRANSPORTATION TO: \_\_\_\_\_  
SCHOOL NAME D.U. #

CURRENT SCHOOL: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_  
MONTH DAY YEAR

PROGRAM:  ALTERNATIVE (Specify Program) \_\_\_\_\_  
 RECEIVING (No neighbourhood school) \_\_\_\_\_

} CHECK ONE

**APPLICATION WILL NOT BE PROCESSED IF THIS FORM IS INCOMPLETE**

EPSB STUDENT ID: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_ (GRADES 1 TO 12 ONLY)  
MONTH DAY YEAR

HOME/STREET ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ HOME PH: (\_\_\_\_) \_\_\_\_\_  
(REQUIRED)

WORK PH: (\_\_\_\_) \_\_\_\_\_ EMERGENCY PH: (\_\_\_\_) \_\_\_\_\_ CELL PH: (\_\_\_\_) \_\_\_\_\_ DAYCARE PH: (\_\_\_\_) \_\_\_\_\_  
(REQUIRED)

PICK-UP REQUIRED: YES NO ADDRESS: \_\_\_\_\_  
CIRCLE ONE (Complete **ONLY** if different from home address. If daycare, indicate name as well.)

DROP-OFF REQUIRED: YES NO ADDRESS: \_\_\_\_\_  
CIRCLE ONE (Complete **ONLY** if different from home address. If daycare, indicate name as well.)

**Eligibility is based on: The home, pick-up and drop-off address being within the designated Transportation Service Area (TSA) and the student is attending their designated site.**

Edmonton Public Schools (EPS) gathers and maintains the above information for the purpose of arranging transportation for your child and providing information to contracted school bus carriers. FOIP Act (Sec 33 (a-c): This information is being collected to provide transportation services and grant eligibility information under the *School Act*. ***I hereby agree to pay transportation fees to the school and to comply with all of EPS requirements for transportation of my child, and understand that failure to comply with any requirement may result in loss of busing privileges. Please see reverse side for Roles & Responsibilities.***

**In order for busing to be in place for the first day of school, application forms must be submitted by May 27, 2016.**

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE(S) PARENT/GUARDIAN NAME(S) (PLEASE PRINT) DATE

**FOR STUDENT TRANSPORTATION OFFICE USE ONLY**

A \_\_\_\_\_ B \_\_\_\_\_

## INFORMATION FOR PARENTS

### ROLES AND RESPONSIBILITIES

#### Parents/guardians:

- Escorting the student on the way to and from the bus, and arriving at the stop five minutes prior to scheduled pick-up time.
- Ensuring that the student is aware of his/her responsibilities.
- Ensuring that the student is aware of bus safety protocol as outlined in the *Parents' Guide to Yellow Bus Service* <http://www.epsb.ca/schools/gettoschool/transportation/yellowbus>.
- Ensuring that alternate arrangements are in place in the event that the bus is missed, is late or does not arrive.
- Ensuring that the student is properly dressed for the weather conditions, and that hazards such as loose clothing, scarves and drawstrings are avoided.
- Ensuring that any changes in status (e.g., necessity for service, program attended, home address, pick-up or drop-off locations) are communicated to the school office.
- Contacting the carrier on a day-to-day basis in the event that a student with special education needs or an Early Education child receiving curb service will not be attending school and does not require pick-up and/or drop-off.
- Ensuring that the monthly (or annual) bus pass is purchased and can be shown upon getting on the bus.
- Supervised pick-up and drop-off is required for students with special education needs and Kindergarten students. Parents/guardians are required to take immediate custody of students requiring supervised drop off as they disembark the bus. *Note: A bus driver should not leave the vehicle, nor is permitted to drop off a Kindergarten student or student with special education needs unless someone is present to receive custody. Students with no one to meet them are either kept safely on the bus until contact is made, returned to the custody of school staff (with notification to the principal), or delivered to the Emergency Social Services Crisis Unit as a last viable alternative.*
- Providing the school office with emergency contact names and phone numbers.
- Ensuring that students requiring 4-point harnesses are properly secured.
- Although bus drivers receive emergency medical training, their ability to monitor medical situations or administer medication is extremely limited, given that their primary responsibility is to safely operate the bus. As such, parents must determine whether or not the student is safe to travel in the absence of their medication and with limited supervision.

#### Students:

- Arriving at their bus stop approximately five minutes prior to the scheduled time.
- Showing the bus driver their bus pass as requested.
- Waiting in an orderly fashion, well back from the side of the road and knowing the danger zone around the bus - 3 meters in all directions – and stepping away from the danger zone after getting off the bus. If you can touch the bus while standing outside, you are much too close.
- Respecting private property and keeping noise levels low at the bus stop.
- Behaving in a responsible manner at the bus stop, while on the bus, and while getting on or off the bus. Line up in an orderly fashion before loading the bus. Never run to or from a bus.
- Getting on and off the bus in single file and using the handrail.
- Once on the bus, going directly to their seat, and remaining seated and facing forward for the entire trip.
- Never standing while on the bus, unless the bus is at a complete stop.
- Keeping body and baggage out of the aisle. Never put any object or body part out of a window. Never throw objects on the bus or at the bus. Never damaging the bus.
- Listen and obey the instructions of the driver. The bus is an extension of the classroom and the bus driver is the school principal's representative on the bus.
- Speaking in a moderate and polite tone of voice. Always treat fellow riders with respect and courtesy.
- Never eating or drinking while on the bus.
- Never walk in front of the bus. If you have to cross the street after getting off the bus, wait until the bus pulls safely away, walk to the nearest intersection and then cross the street following safe road crossing procedures.

#### RESTRICTIONS ON ITEMS ALLOWED ON A YELLOW BUS

- Loose items such as marbles, books, balls, electronics, sports equipment, etc., are not permitted unless completely enclosed within a backpack, athletic bag or other luggage container.
- Luggage containers (e.g., backpacks, athletic bags, etc.) that do not fit under the seat will not be permitted.
- Items which are too large to be safely transported on a yellow bus, as described above, will be the responsibility of the parents to transport to/from school.
- Pets are not allowed on a yellow bus.
- Any item deemed to be (or potentially be) a weapon will not be permitted on a yellow bus.
- No combustible materials or dangerous goods will be transported on a yellow bus.