

PILLAGER PUBLIC SCHOOL: ISD 116
STUDENT TRANSPORTATION INFORMATION FORM

**PLEASE FILL OUT A SEPARATE FORM FOR EACH CHILD EVERY YEAR.
DUE BY AUGUST 1, 2017**

Due to regulations on capacity loads, **students are not allowed to change bus assignments to attend social events, lessons, jobs, parties, or other non-emergency activities.**

Multiple pick-up or drop-off locations are not permitted. Transportation policy permits just **one** morning and **one** afternoon stop, with the same stop(s) five days a week. A variable schedule is not permitted.

Notes given to the bus driver are not acceptable. A form must be submitted to Fornshell Bus for temporary changes at least **3 business days in advance.**

1. PLEASE PRINT CLEARLY

Student Name: _____ Grade: _____ Home Phone: _____

Student Address: _____
(Street #, Street Name, apt #) (City) (Zip)

Parent/Guardian Name: _____ Daytime Phone: _____

Parent/Guardian Name: _____ Daytime Phone: _____

Email Address: _____

If open enrolled - what is your resident district? _____
(Filling out this form does not guarantee bus transportation if you are out of the Pillager School District)

Please list any medical conditions your bus driver should be aware of: _____

Previous Bus Route # (If it has changed in the past 3 years): _____

2. Please check all that apply:

- New Enrollment
- Change of Home Address
- Change in Daycare/Alternative Location

3. To School (choose only one)

- No AM transportation needed
- Child will walk/drive Parent/Guardian transport

Pickup from home

Pickup from daycare/alternative location

From School (choose only one)

- No PM transportation needed
- Child will walk/drive Parent/Guardian transport

Drop off at home

Drop off location is a Daycare/Alt Location

Start date for Transportation: ____/____/____

End date for Transportation (if applicable): ____/____/____

4. Afternoon Drop-Off Information (If different than Home Address)

Address: _____
(Street #, Street Name, apt #) (City) (Zip)

By signing this form I acknowledge that I have read and understand the Student Transportation Information Form Guidelines.

Parent/Guardian Signature: _____ Date: _____

2017–2018 Student Transportation Information Form Guidelines

*Bus transportation is a privilege that can be lost if behavior is unacceptable on the bus or at the bus stop.
MN Statute 123.B*

Please review these guidelines to ensure safe transportation for all eligible students. **Please read carefully as important changes have been made to the transportation policy.** This Transportation Form must be completed and in the hands of the school or Fornshell Bus by **August 1**. There is no guarantee that we can accommodate transportation once routes have been set for the start of school.

Bus Stop Assignment: For reasons of safety and security, students are allowed only ONE designated bus stop in the morning and ONE designated bus stop in the afternoon unless prior authorization is granted by Fornshell Bus. Multiple pick-up or drop-off spots are not permitted. A variable schedule is also not permitted. Transportation policy permits just one morning and one afternoon stop, with the same stop(s) five days a week and must be on a consistent basis.

Bus Stop Changes: Fornshell Bus must authorize any proposed changes to a student's bus riding assignment or bus stop assignment. Bus drivers are **not allowed** to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to Fornshell Bus and changes need to be made **at least 3 business days in advance**.

Emergency Change Requests: All temporary changes in a student's assigned bus or designated bus stop can be approved only by Fornshell Bus., and will be approved only in cases of family emergency. Due to regulations on capacity loads, **students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.**

Daycare/Alternative Location: All students in daycare or that have an alternative pick-up/drop-off location are required to have a Transportation Form on file with the school and Fornshell Bus. This information is used to assign bus stops and for notification in case of an emergency.

Bus Stop Behavior: We strongly urge parents and daycare providers to supervise students at the bus stops. **Unsupervised students are the cause of many bus stop problems and complaints.**

Bus Safety and Discipline: School district policy on bus safety and handbooks are available. The policy, rules and guidelines are reviewed by the teachers each year and are handed out by the bus drivers.

Bus Scheduling: Students should be at their assigned bus stops at least five minutes prior to the scheduled arrival of their buses. It is not unusual for buses to be running late the first couple weeks of school. This time lag is usually self-correcting shortly after the start of school. Buses may also run late due to rain, snow, ice, fog or traffic conditions. If a bus is running late, the bus will complete the route nonetheless and stop at every stop. Thank you for your patience in these situations.

Please call the Bus Garage at (218) 746-3770 by **7:00 A.M.** if your child is not riding the bus. Failure to notify Fornshell Bus in these situations could result in loss of riding privileges.