**MUSCOGEE COUNTY SCHOOL DISTRICT**

**TRANSPORTATION DEPARTMENT**

PARENTAL ACKNOWLEDGEMENT FORM FOR BUS RIDERS - SY 18/19

All parents/guardians of students who will utilize a MCSD School Bus as means of transportation to and from school must have a Parent Acknowledgement Form signed prior to the student being provided a bus assignment & pass. **Every student must have their own signed PAF.**

Please read and initial each item...

\_\_\_\_\_ All students are required to be present at their designated bus stops five (5) minutes prior to their (AM) bus stop time.

\_\_\_\_\_ Students in grades ranging from Pre-K to Second (2nd) are required to have a parent/guardian present at their designated bus stop for PM drop-off. Bus riders within Pre-K to second grades are permitted to exit the bus with an **older sibling who resides in the same household. The older sibling needs to be present.**

**\_\_\_\_\_** Parents/guardians meeting their children at their designated bus stops are to be present five (5) minutes prior to their child’s bus stop time. **Tardiness is unacceptable and will be documented for review by the Zone Supervisors.**

**\_\_\_\_\_** Students will ONLY board and depart buses at their designated bus stops. Any bus stop changes need to be requested from the parent/guardian to the designated school. **NO EXCEPTIONS!**

**\_\_\_\_\_ Under no circumstances** will Elementary students be allowed to consume food or drinks on the bus. This poses a major choking hazard and is prohibited. It is at the discretion of the bus driver to allow High/Middle school students to consume snacks on their bus.

**\_\_\_\_\_ Students are never to run after a bus.** Students who miss their bus are to return home and notify their parent/guardian that they have missed their bus. The parent/guardian may contact the Transportation Departments Dispatch Office (706-748-2876) for further assistance. We will do our best to get the students to school however, excessive tardiness will not be tolerated and will be documented for review by the Zone Supervisors for disciplinary action.

**\_\_\_\_\_** Animals are not permitted on MCSD buses and band instruments are only permitted if space is available.

\_\_\_\_\_ Students are not to wear ear devices while waiting at a bus stop for their bus to arrive nor while departing from a bus. Most bus related accidents occur at the bus stop when students are boarding/departing from their bus. The driver and students must remain alert at all times. Failure to adhere to this policy will result in disciplinary actions. Students are permitted to use their cell phones on the bus however, the use of ear pieces are required when listening to music or playing games.

**\_\_\_\_\_ The following list of unfavorable behaviors are prohibited on any MCSD Bus and will be swiftly met with disciplinary actions if violated:**

* **Fighting**
* **Profanity**
* **Vandalism/Theft**
* **Carrying/Using Weapons Aboard a Bus**
* **Sexual Misconduct**
* **Bullying, Harassment, Discrimination**
* **Disrespectful, Discourteous, or Offensive Behavior**

**\_\_\_\_\_** Be aware that every school bus is equipped with audio/visual surveillance which is in place for ensuring safety of the children and bus driver alike.

\_\_\_\_\_ The MCSD, Transportation Office or the Bus Driver will not be held responsible for any lost and/or left behind personal items on a school bus.

\_\_\_\_\_ Bus drivers are given a ten (10) minute window for the pick-up and delivery of students. A driver will never arrive to a bus stop too early and if the bus is delayed beyond ten (10) minutes, the Dispatch will be notified. Parents/guardians can contact the Dispatch Office at 706-748-2876 to receive updated information of their child’s bus.

The Muscogee County School District has adopted a **No Tolerance** approach to misbehaving on the school bus. Each student riding a school bus is expected to follow the same rules of courtesy and good conduct as in the classroom. These rules are necessary for the safety of everyone who rides. Infractions of the rules are documented by the bus driver on a discipline notice and submitted to school for administrative action.

If you have any additional concerns, please contact the MCSD Transportation Office. Please discuss this acknowledgement form with your child prior to the first day of the new school year. A better understanding leads to a higher level of safety!

Please provide the appropriate student/parent information below. The email address will play a key role in communicating the student’s bus information.

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**Students Name (Please Print)** **School of Attendance**

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**Email Address Contact Phone**

**Parent/Guardian Name (Please Print)**

**Parent/Guardian Signature Date**