



Sacred Heart Catholic School

Gervais

Bus Transportation *(Parents, please read, sign, and return this form even if your children will not usually ride the school bus. During the course of the school year there may be field trips that entail the use of a bus. Your children will need to know and understand the bus rules.)*

Family Name: _____

Gervais School District will provide bus transportation for our students in the morning and afternoon Monday through Friday unless otherwise noted on the school calendar.

Please make note of the following reminders:

1. Any time there is a change in the bus stop for a student, his/her parent must either send a note, call or visit the school office to give information on the change. The student will need a bus pass from the office.
2. The parents of a student who does not regularly ride the bus, but is going home with a friend who does, will need to send a note, call or visit the school office to give information on the change. The student will need a bus pass from the office.
3. The bus stops only at regular bus stops.

Rita Armstrong, Bus Coordinator for Gervais School District, at 503-792-5776 can answer any questions you may have such as:

1. What time will my child be picked up?
2. What time will the bus drop off my child?
3. What bus number does my child ride?
4. Where will my child be picked up and dropped off?

Please go over the attached Gervais School District Policy for bus transportation with your children. The policy must be signed both by a parent and each child riding the bus. Any student not returning the signed form, will NOT be allowed to ride the bus, even on field trips.

Please sign and return this form on Registration Day.

Parent/Legal Guardian Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature

Please Keep This Page For Your Reference

The following pages contain the Discipline Procedures For District-Approved Student Transportation.
(The District will provide interpretation to those students/parents whose primary language is not English.)

District Policy For Bus Transportation

While riding a school bus, students will:

- *1. Obey the driver at all times;
 - *2. Not throw objects;
 - *3. Not have in their possession knives, guns or any other object which might be used as a weapon;
 - *4. Not fight, wrestle or scuffle;
 - *5. Not stand up and/or move from seats while the bus is in motion;
 - *6. Not extend hands, head, feet or objects from windows or doors;
 - *7. Not possess matches or other incendiaries and concussion devices;
 - *8. Use emergency exits only as directed by the bus driver;
 - *9. Not damage school property or the personal property of others;
 - *10. Not threaten or physically harm the driver or other riders;
 - *11. Not do any disruptive activity which might cause the driver to stop the bus in order to re-establish order.
 - *12. Not make disrespectful or obscene statements;
 - *13. Not possess and/or use tobacco, alcohol or illegal drugs;
 14. Not eat, drink or chew gum;
 15. Not carry glass containers or other glass objects;
 16. Not take onto the bus, skateboards, musical instruments or other large objects which might pose safety risks
or barriers to safe entry and exit from the bus;
 17. Accept assigned seats;
 18. Stay away from the bus when it is moving;
 19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
 - **20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.
- * These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.
- ** Coaches, teachers, and chaperones (1) must have a copy of the bus regulations and know them before going on a trip and (2) must position themselves on the bus as to be in control of discipline at all times.

District Discipline Procedures on back →

Discipline Procedures For District-Approved Student Transportation

(The District will provide interpretation to those students/parents whose primary language is not English).

III. Violations

A. Each year the district will (include the following procedures for violations in the student/parent handbook) or (issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgement of being read and understood).

1. First Citation-Warning* The driver verbally re-states behavior expectations and issues a warning citation*.
2. Second Citation*: The student is suspended from the bus until a conference, arranged by (the transportation supervisor), has been held with the student, the parent/guardian, the bus driver, (the transportation supervisor) and the principal.
3. Third Citation*
of the Year: The student receives a five (5) to ten (10) day suspension and will not be able to ride the bus until a conference, arranged by (the transportation supervisor), has been held with the student, the parent/guardian, the bus driver, (the transportation supervisor) and the principal. AT this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of the bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten (10) days, and up to a one year expulsion. There will be a hearing at this time, arranged by (the transportation supervisor), involving the student, the bus driver, (the transportation supervisor), the parent/guardian, and the principal.
5. In all instances, the appeal process may be used if the student and/or parent/guardian desires.

All citations must be signed by the parents, (the transportation supervisor), the bus driver and the principal before the student will be allowed to ride the bus again.