

GUIDELINES

The safety of your children while walking to, from, and while waiting at the bus stop is the parent's responsibility.

Student Bus Stop Assignment:

- ⇒ Students are assigned to the stop closest to their home address
- ⇒ Change of bus stop for personal preferences such as, but not limited to, to get on/off the bus sooner/later or being with other friends in the neighborhood are NOT allowed

Transportation Tags:

- ⇒ The address that your child uses three or more days during the week is the address that is applied to the transportation tag
- ⇒ Do not remove tag – Only the school may remove or attach a new transportation tag to your child's book bag
- ⇒ Only one tag issued per child
- ⇒ The school must be notified in writing to request a transportation change for your child different from the original agreement made at time of enrollment

Official Bus Pass:

- ⇒ Will not be issued for play dates, birthdays, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by a school official
- ⇒ Are valid for up to 10 consecutive school days and cannot be Xerox copies

Emergency situations: *To obtain a temporary bus pass the parent must notify the school in person and/or in writing with the following information:*

- ⇒ Parent and student name, contact phone number and address of student your child is going home with
- ⇒ Parent (requesting emergency transportation) contact phone number for verification
- ⇒ Day of week and date(s) that you are requesting a bus pass not to exceed 10 consecutive school days
- ⇒ Parent signature and date

Permissive Transfers:

- ⇒ Transportation for students on permissive transfer is the responsibility of the parent /guardian
- ⇒ For additional information see the GCPS website at www.gwinnett.k12.ga.us

Car Rider:

- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus home or designated emergency address

Walker:

- ⇒ Must be approved by the school Principal
- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address

GCPS School Bus to daycare facility 5 days a week – Address other than the home address *requires:*

- ⇒ Students being transported to a day care facility by a GCPS bus must provide the school with a copy of the daycare enrollment verification letter
- ⇒ School approval and/or transportation supervisor's approval and signature prior to start date of service
- ⇒ Student meets eligibility within the school's assigned attendance zone
- ⇒ For reasons other than daycare; Transportation supervisor approval, and must be the same for all 5 days of the week

Service address MUST be:

- ⇒ The same for all 5 days
- ⇒ Within the school's assigned attendance zone or the daycare facility/sitter provides all transportation
- ⇒ An approved and/or current GCPS bus stop and in compliance with GCPS Transportation "safe stop" guidelines

This form is to be completed for every elementary child with each transportation change.