



TRANSPORTATION PARENT AUTHORIZATION

Name of Student: _____

_____ Last _____ First _____ MI _____ Grade _____ Teacher _____

Home Address: _____
Street # _____ Street Name _____ Apartment # _____ City _____ Zip Code _____

Home Phone#: _____ Cell#: _____ Work#: _____

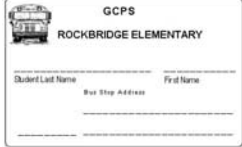
Students eligible to ride the GCPS bus are allowed one (1) address for morning service, one (1) address for afternoon service, and must have a transportation tag on their book bag at all times indicating their pm permanent form of transportation.

PARENT'S STATEMENT

At the end of each school day, _____ has authorization to dismiss my child to:
(Enter School Name)

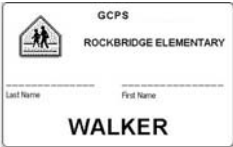
Check the box next to one of the five (5) cards (transportation tag) below. Any change of transportation mode requires a new Parent Authorization Form. See back for guidelines:

Students with NO Parent Authorization Form on file with the school will be transported on GCPS bus to their home address.



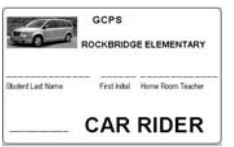
GCPS BUS TO HOME ADDRESS – YELLOW

OR



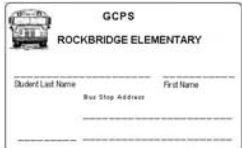
WALKER – WHITE

OR



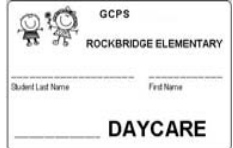
CAR RIDER – BLUE

***Day care enrollment verification letter required and must be attached to Parent Authorization form before service begins.**



*GCPS BUS TO DAY CARE – YELLOW

OR



*DAY CARE VAN - ORANGE

ALTERNATE ADDRESS: This change will apply to: *Check the appropriate box* AM & PM AM only PM only

(Street Address) (Apt #) (City) (Zip Code)

Name of day care facility/sitter: _____ Phone: _____

Date to begin service: _____ (May take up to 10 days once request has been approved by Transportation)

By signing below I agree to the following: I have read and understand the guidelines on the back of this sheet. The safety of my child while walking to, from, and waiting at the bus stop is my responsibility. The above information I have provided is correct, and I am the Parent/legal guardian of the child listed above. Signature is required to process this request.

Parent Name (print)

Parent Signature

Date

SCHOOL USE ONLY

STUDENT ID # _____ PERMIT CODE: _____

STUDENT NAME _____

GCPS BUS # AM _____ PM _____

DAY CARE VAN _____ V. LTR _____
Check if attached

WALKER _____ CAR RIDER # _____
Principal Initial

Alternate Approval by Transportation is:

Approved _____ Denied _____ Date _____

Transportation Supervisor/Designee Signature



GUIDELINES

The safety of your children while walking to, from, and 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:

- ⇒ Can 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 can not be Xerox copies

Emergency situations: *To obtain a temporary bus pass parents' 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

Day care facility (less than 5 days a week):

- ⇒ Parents of students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter to include the start date and daycare directors' signature
- ⇒ An official bus pass must be obtained each day the student will not attend daycare (listed on the transportation tag) to ride the GCPS bus to home address
- ⇒ 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 or Day care facility 5 days a week – *Address other than the home address requires:*

- ⇒ Students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care 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 child enrolled at the beginning of the school year and/or with each transportation change