



Warsaw Community Schools Transportation Department

P.O. Box 288
Warsaw, Indiana 46581
(574) 269-1750

TRANSPORTATION OFFICE USE ONLY			
AM Bus#		PM Bus#	
Driver Notified			
Notes			

BUS REGISTRATION CARD

*Note to parents/guardians – **NO** student is to ride the bus without this card on file. This card is used for many purposes, and must be completed and returned to the bus driver, student school or the Transportation Department immediately for the student to be eligible for transportation. Thank you for your cooperation.

Please Print

Home Address	Home City	Home Zip
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Home Phone	Cell Phone	Alternate Phone
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If alternate transportation is required, please complete a T-1 along with this form. Only 1 school per card. If you have children that attend different schools, a Student Registration Card is required for **each school**. For additional children, please continue on another Bus Card

School of Attendance

Student Name	Grade	Emergency Health Information
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Student Name	Grade	Emergency Health Information
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Student Name	Grade	Emergency Health Information
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Student Name	Grade	Emergency Health Information
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Student Name	Grade	Emergency Health Information
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I have read and discussed the attached conduct rules with my student. I am aware that I am responsible for my child's conduct, because he/she is a minor.

Signature of Parent/Guardian	Printed Name of Parent/Guardian	Date
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PLEASE DETACH RULES AND KEEP FOR FUTURE REFERENCE

In transporting the children of Warsaw Community Schools, the highest priority shall be given to the physical safety, health, and welfare of each child. While being transported on the school bus, all children shall be under the supervision, direction, and control of the school bus driver. The school bus driver shall be responsible for the safety and welfare of the children while riding his/her bus to and from school (IC 20-9.1-5 sec. 19, page 29) Video cameras have been placed in several buses. From time to time students on the bus may be videotaped. This will enable the driver and administration to monitor activities and improve student safety.

I Understand That:

1. The student should cooperate with the driver by being courteous and calm, using a normal tone of voice, never using profanities or obscenities and observe the same conduct as in the classroom. All school rules apply. Disrespectful or indecent conduct will not be tolerated.
2. Students are not to eat or drink on the bus, and are to help keep the bus clean.
3. Students must not be destructive.
4. The use of alcohol, tobacco, gum, drugs, matches, weapons, etc. or the visibility of the same is not allowed.
5. Students are to sit in their seat, facing the front of the bus.
6. Students are to keep their head, hands, and feet inside the bus. No windows will be opened without permission from the bus driver.
7. The bus driver will assign seats to every student.
8. The bus driver has the right to refuse to transport anything on the bus that may disrupt or interfere with the safety of the normal every day pupil transportation. (IE: animals, large boxes, skateboards, ski equipment, glass containers, etc.)
9. Students will not tamper with the emergency door or any other part of the bus.
10. When it is necessary to cross the street, students must always cross in front of the bus.
11. The driver is only permitted to transport eligible students to and from authorized bus stops. Exceptions will be considered only with Principal and Director of Transportation approved "T-1" form or Emergency Pass that are available in the principal's office. Emergency considerations will be made as necessary.
12. The student should be waiting at his/her stop when the bus arrives. However, if student is not visible, driver will stop momentarily, then proceed.

**BUS REGISTRATION CARD
INSTRUCTION SHEET**

Warsaw Community Schools utilizes the Bus Registration Card to allow parents to request bus transportation upon a student moving into the district, becoming of age to attend school, or moving within the district.

Please complete this form for each school that you have children attending.

Instructions:

In the Home Address section, please enter the student's physical home address. If the student will require transportation to and/or from an alternate location, please complete a T-1 (Alternate Transportation Request) for each child.

Continue completing the form for each child that attends the school listed under School of Attendance.

Example:

If you have two children at Madison Elementary, one at Edgewood and one at the High School, you would complete 3 forms:

- 1 Bus Registration Card for the 2 Madison Students
- 1 Bus Registration Card for the 1 Edgewood Student
- 1 Bus Registration Card for the 1 High School Student

Submitting the form:

Submit the Bus Registration Card by emailing it to transportation@warsawschools.org, dropping the form off at any Warsaw Community Schools school office, or bringing the form to the Transportation Department. Do not forget to sign the form. Unsigned Bus Registration Cards will not be considered valid and will be denied.

If you have any questions, please feel free to contact the Transportation Department at 574-269-1750.

DISCIPLINARY GUIDELINES FOR BUS MISCONDUCT

Proper behavior is necessary for safe transportation. The majority of problems are minor and are handled immediately by the driver. However, if misbehavior continues, the following consequences will occur.

- STEP #1 An individual discussion with the student and/or verbal warning.
- STEP #2 Call to parents or guardians of student by bus driver/Director.
- STEP #3 A bus discipline referral is completed and forwarded to an administrator.
- STEP #4 Discipline at the administrator's discretion, including possible bus suspension.
- STEP #5 One (1) to five (5) days of bus suspension.
- STEP #6 Five (5) to ten (10) days of bus suspension.
- STEP #7 Semester bus suspension.

It is important for all to recognize that consequences for fighting, destruction of property, gross insubordination, etc. will start at Step 4 and may be accelerated to a more severe consequence.