

Address: 328 Snedden Drive, Boone,

IA 50036

**Phone:** 515-432-5038 **Fax:** 515-432-

	NIC	der Inf	:ormat:	ion	Date:
Child's Name:	(First)		(Middle)		(Last)
Home Address:	(Street)			(City)	(ZIP)
Birthday:				Tale Female	
Grade Level (circle one)	: AM Pre-K	PM Pre-K	All Day K	Optional K	Grade:
Fthnicity (circle one).	African American As	ian/Pacific Islande	r <u>Bi-Racial/Multi</u> ı	<u>acial Bosnian Cauc</u>	casian Hispanic/Latino Othe
Limitatey (chicle one). 1		•			
	ergency		act Ini	formati	.on
	nergency  ade to notify parage notified first b	<b>Conta</b> ent/guardian i by Boone Coun	immediately i nty Transporta	n case of an em	ergency.
<b>Em</b> Every effort will be ma Parent/guardian will b	nergency  ade to notify para  be notified first be to the coloring information in the coloring	Contage of Contage of Contage of Court	immediately i nty Transporta ised.	n case of an em	ergency.
Em  Every effort will be ma  Parent/guardian will b  of an emergency, the formary Caretaker:  (Parent or Guardian in Home)  Primary Phone #:	nergency ade to notify par be notified first b	rent/guardian by Boone Counation will be u	immediately i nty Transporta ised.	n case of an emation and/or the	ergency.
Every effort will be ma Parent/guardian will b of an emergency, the formary Caretaker: (Parent or Guardian in Home)  Primary Phone #: (Parent or Guardian Phone)	nergency  ade to notify parage notified first be ollowing informate.  Home	rent/guardian : by Boone Coun ation will be u  (First)	immediately i nty Transporta ised.	n case of an emation and/or the	ergency. e hospital. In the even
Em  Every effort will be ma  Parent/guardian will b  of an emergency, the fo	de to notify partice notified first bollowing information.  Home ct if parent/guar	rent/guardian by Boone Counation will be u	immediately inty Transportalsed.	n case of an emation and/or the (Last)  Cell	ergency. e hospital. In the even

Primary Trip Infor	mation Date:
Child's Name:	
(First)	(Last)
Ride To School	
Date to Start:	
Pickup Location:	Phone #:
School Dropoff:	Dropoff Time:
Recurrence (Circle one): One Time Standing Order Will Call	
Days Riding (Circle all that apply): M T W R F	
Additional Information	
Dido Eron Cobool	
Ride From School	
Date to Start:	
School Pickup:	_ Pickup Time:
Dropoff Location:	Phone #•
Diopon Location.	I none #.
Recurrence (Circle one): One Time Standing Order Will Call	
Days Riding (Circle all that apply): M T W R F	
Additional Information	

### Terms of Service

In order to provide safe and efficient transportation, we have outlined the following terms and conditions.

By signing below, you agree to:

- Cancel trips at least 1 hour prior to the pickup time, or as soon as possible for trips scheduled before 8:00 AM.
- Pay for all scheduled trips that are not cancelled in the proper amount of time prior to the pickup time, even if my child does not ride
- Pay with a ticket or cash/check in a clearly marked envelope at the time of the ride.
- Provide BCT with trip location or time changes at least one business day prior to the date of the change, except in extenuating circumstances.
- Keep BCT up to date with my current contact information—address and phone numbers.
- Take responsibility for insuring that my child follows the bus rules.

Failure to comply with these terms and conditions may result in loss of riding privileges.

# School Drop-off Policy

It is Boone County Transportation's policy to ensure that all school children get into the door at the drop-off location. Beyond that point, Boone County Transportation is not responsible for children.

# Medical Release

By signing below you are giving permission and/or consent to the personnel of Boone County Transportation to secure and authorize such emergency medical care and/or treatment as your child/children (named below) might require while under supervision of transportation personnel as warranted.

Ι,	(parent/guardian) of	, do hereby certify
that I have read, understood,	and agree to the above terms of service,	school dropoff policy, and medica
release.		
Signed (parent/guardian)_		Date

## Student Rider Information

Please take a moment to familiarize yourself with this information. If you have any questions or comments, we would be glad to talk to you. Thank you.

**Payment:** Rides must be paid for at the time of the trip, either with tickets or with cash/check in a clearly marked envelope. We ask that you buy tickets or mark the cash so that we know who to credit for the payment. If cash is not clearly marked, we may not be able to credit it correctly. **We will not be providing any transportation without payment at the time of the ride.** If you do not have a ticket or cash, you will not get a ride.

**Pickups:** The bus will wait 5 minutes at the pickup location. If a child has not come out to the bus by that time, the bus will proceed with the route. Any student who misses the bus may be picked up later but only if a bus is available. This trip will be charged at the regular General Public fare but you will still be charged a "no show" fee (see below) for the missed trip. We do our best to keep to the exact scheduled time, but you should allow 10 minutes before or after the scheduled time because of changes on the route, such as cancellations, trains, or weather. Due to the city noise ordinance we will not sound our horn.

**Drop-offs:** We are responsible for our riders while they are boarding, riding, and getting off the vehicle. It is Boone County Transportation's policy to ensure that all school children get into the door at the drop-off location. Beyond that point, Boone County Transportation is not responsible for children. If a child cannot get inside, we will return the child to the bus and your child will be kept on the bus until a suitable alternate drop off location is determined. If this becomes a recurring problem, riding privileges could be suspended.

**Changes:** Changes to trip times and locations must be made **at least one business day prior to the date of the change, this includes additions**. Same-day changes may be made in case of emergency or extenuating circumstances. However same-day changes are made only when the schedule permits and are not always available.

**Cancellations:** For cancellations, please call our office at least 1 hour prior to the trip so that we have time to inform the driver of the change. For pickups before 8:00 AM, please call in as soon as you can after 7:00 AM. Also, you are welcome to leave a voicemail for cancellations. Just let us know your child's name and the trips that need to be cancelled.

**No Shows:** If you don't cancel and the bus arrives to pickup your child and your child does not ride, that is considered a "no show," and you will be charged for the trip at the cost of the original trip. We do this for two reasons: 1. When you have a trip scheduled, a spot is reserved for your child and no one else can be scheduled in that spot; 2. The bus can't leave until everyone who is scheduled is on board. If you don't cancel the trip, the bus has to wait. If a child no shows for 3 consecutive trips, all trips will be cancelled unless we hear otherwise from you.

#### Bus Rules

Please take a moment to review these rules with your child before they ride the bus. Thank you.

- 1. Passengers need to comply with the driver's instruction.
- 2. Passengers are to follow classroom rules of conduct. Throwing objects, roughhousing, bullying, bad language, vandalism, and inappropriate behavior are not acceptable.
- 3. Passengers will board and de-board only at their scheduled locations.
- 4. Passengers are to remain seated and wear a seatbelt at all times.
- 5. Passengers need to keep the noise level on the bus at a reasonable level.
- 6. Passengers will be required to be silent: at railroad crossings, during inclement weather, and at the discretion of the driver.
- 7. Nothing, including appendages, is to go outside bus windows. And driver permission is required before opening windows.
- 8. Open foods, open liquids, open gum, and smoking are not allowed on the bus.
- 9. All electronic devices are to remain put away unless approved by the driver.
- 10. Passengers must not play with bus safety or emergency equipment—emergency windows, lift controls, wheelchair restraints, etc.

At the discretion of the driver and BCT staff, if a passenger is not acting in compliance with the above rules or the action is deemed unsafe, that passenger may be immediately returned to the pickup location, such as the school or home.

### Consequences for Violations of Rules

First incident......Phone call to parent/guardian.

Second incident... Phone call to parent/guardian + a three-day suspension.

Third incident..... Phone call to parent/guardian + suspension for the remainder of the school year.

This violation schedule is only a guideline. At the discretion of the transportation director, if an incident is deemed severe or endangers drivers and passengers, suspension of riding privileges could be immediate and/or permanent. The parent/guardian will be informed of all incidents and the corresponding corrective actions taken.