

SCHOOL TRANSPORTATION INFORMATION FORM

I.S.D. #309 – PARK RAPIDS AREA SCHOOLS

301 Huntsinger Ave, Park Rapids, MN 56470

Phone (218)237-6570 - Fax (218)237-6579 - Email marvik@parkrapids.k12.mn.us

PLEASE PRINT CLEARLY

Email Address: _____ HLCS Student(s) Yes _____ NO _____
Student Name: _____ Home Phone: _____
Student Address: _____ Grade _____
Parent/Guardian Name: _____ Daytime Phone: _____
Parent/Guardian Name: _____ Daytime Phone: _____

Are there any other riders from the same location (Siblings, ETC.) riding the bus Yes No
If Yes what bus route and name of student currently riding the bus.

Bus Route _____, Students Name _____

Transportation

- My child will ride the bus: To School From School
- My child will walk: To School From School
- Parent/Guardian will provide transportation To School From School

If your transportation needs change, contact the Transportation Office. If your child(ren) will not be utilizing transportation, you do not need to fill out the lower section of this form. Minnesota Statutes provide parent/guardian of students in Grades K-12 to voluntarily surrender the student's bus privileges. This provision allows school districts to design more efficient bus routes because they know some students will not be riding the bus. This, therefore, saves the district money.

Alternate Location Transportation Information

*****Only Fill out if NOT being transported from Home Address Above*****

To School (choose only one): From School (choose only one): No AM transportation needed No PM transportation needed Pickup from home Drop off at home Pickup from daycare Drop off at daycare Pickup from alternative location Drop off at alternative location

Daycare or Contact Name: _____
Address for daycare or alternative location: _____ Daycare or Contact Phone Number: _____
Alternative #: _____ Parent/Guardian Signature: _____
Date: _____

Bus Stop Assignment: For reasons of safety and security, the students must have only one designated bus stop in the morning and one designated bus stop in the afternoon.



School Bus Safety & Transportation Guidelines

HLCS contracts with ISD #309 for transportation, and as such, students fall under the purview of ISD #309's behavior policy when on the bus.

Safety is the first responsibility of the Transportation Department. Students are expected to follow the same behavioral standards while riding the school bus as are expected on school property or at school activities, functions or events. Riding the school bus is a privilege, not a right.

School District #309 shall provide students enrolled in grades Kindergarten through Grade 10 with school bus safety training. Upon completion of the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- Transportation by school bus is a privilege, not a right.
- Must complete the 309 district bus transportation form
- For the safety and smooth coordination of all students, drop-off and pick-up locations should remain consistent District 309 is not able to accommodate weekly schedule changes.
- Students in 3rd grade and younger must be received by a parent, caregiver, or guardian at drop-off.
- District policies for student conduct and school bus safety.
- Appropriate conduct while on the bus.
- The danger zones surrounding the school bus.
- Procedures for safe vehicle lane crossing; and
- School bus evacuation and other emergency procedure

School Day Schedule & Supervision

Students may be dropped off at school starting at **8:00 AM**. Classes run from **8:15 AM to 2:55 PM**, and students may be picked up at dismissal.

Our staff supervises students from the moment they depart the bus in the morning until they board the bus in the afternoon. Supervision is also provided during all school-sponsored events.

If a child needs to leave school during the day, caregivers must first check in at the office to sign the child out.

Please note, we do not have staff available to supervise students before **8:00 AM** or after **2:55 PM**. We ask that all families make drop-off and pick-up arrangements accordingly.