



# REQUEST FOR STUDENT BUS TRANSPORTATION

**FOR IMMEDIATE CONFIRMATION OF STATUS, PLEASE COMPLETE THE ONLINE REGISTRATION FORM**

Online form is open: between April 15 and July 15

All Students wishing to ride the bus MUST apply PRIOR to EACH school year. Deadline is July 15.

**Registrations received after the deadline will be processed beginning September 15 and within 10 school days.**

**Student Information:** (Address must match what is on file with the school)

**SELECT SCHOOL YEAR:**  

Student First Name		School Attending	
Student Last Name		Student Number	
Grade		International Student?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<small>Family lives in another country and student is here for study purposes only.</small>			
Address			
City		Postal Code	

**Parent / Guardian Information:**

Parent / Guardian Name(s)			
Contact Phone		Contact Email	
Street Address (if different)		City	PC
Emergency Name		Emerg. Phone	

## STUDENTS AND PARENT/GUARDIAN

**Please review the Passenger Guidelines on the back of this request form.**

**Signatures MUST be provided on both sides of this form for application to be processed.**

Email completed forms to: [FACL-transportation-mail@surreyschools.ca](mailto:FACL-transportation-mail@surreyschools.ca) or have student drop off at the school office.

**Free bus transportation is ONLY provided for those eligible students who live in the bused school's catchment area. Grades K-3 students who live more than 4.0 km walk distance from the school, or grades 4-12 students that live more than 4.8 km walk distance are considered Eligible.**

If your student(s) is not eligible for free busing they will be put on a waitlist.  
A paid pass will be awarded **after September 30** if space becomes available.

Routing Schedule and Bus Pass will be issued if space develops  
and once payment has been received.

The cost of a paid pass is \$300 per year regardless of usage.  
Sibling passes are \$150 regardless of usage.  
(Prorated fees per full / partial month are \$30 & \$15)

Parent/Guardian Signature \_\_\_\_\_

**Please do not write in this area. For TRANSPORTATION use only.**

Date/Time Received:	KM Walk Distance:	International? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Eligible <input type="checkbox"/> Courtesy	<input type="checkbox"/> Out of Catchment:	<input type="checkbox"/> Status emailed
<input type="checkbox"/> Data entered – Working (ID#)	<input type="checkbox"/> Data entered – Bus system	<input type="checkbox"/> Courtesy Seat Awarded
<input type="checkbox"/> Schedule emailed to School	<input type="checkbox"/> Registration Withdrawn	Card No.:

## **PASSENGER GUIDELINES**

1. Students must have a bus pass or the written authority of their principal to ride a school bus, and are only permitted to ride their assigned bus, unless approval from the school is given. A pass must be shown every time the student boards the bus. Students may be refused to ride without a pass. \*Courtesy students on the September waitlist cannot use the temporary pass in order to bypass the award process.
2. Friends without a pass are not permitted to ride without a temporary pass provided by the school office. A parent or guardian of the friend must provide authorization to the school in advance of the student riding the bus. Space must be available on the bus.
3. Students must be at their pick-up point five minutes before their scheduled pick-up time.
4. Notifications of late or cancelled buses will be sent via the school's App where applicable. Students and parents can subscribe to their bus number to receive the notifications.
5. Students may be assigned seats by the driver. Once seated, students must stay in their seats.
6. On buses equipped with seat belts, students must sit in their seats with the seat belt buckled at all times during the trip.
7. Eating of lunches and snacks may be allowed at the discretion of the driver. When permitted, drinks must be in spill proof containers. If abused, this privilege may be suspended. No litter shall be left on the bus by students.
8. Small band instruments, or other carry-on items may be taken on the bus provided the item:
  - a) Will fit safely on the student's lap
  - b) Does not sit higher than the seat in front
  - c) Is properly housed or contained in an approved case/container
  - d) Will not create unsafe conditions for other passengers
9. Smoking, vaping, lighters/matches, graffiti, loud talking, loud media devices, or distracting the driver are strictly prohibited.
10. Windows and emergency doors are only to be used at the direction of the driver.
11. Disrespect, inappropriate behaviour or the use of profanity is not acceptable.
12. If, in the opinion of the driver, students are behaving in such a fashion as to cause driver distraction or fellow passenger danger, the driver may return the students to the pick-up point or drop them off at the nearest school and place them in the charge of that principal. The principal will contact the parents or guardians concerned to arrange transportation of the students.
13. All disciplinary problems will be reported to the school principal and the transportation manager.
14. First issued pass and first replacement pass are free. Any subsequent replacement pass due to loss, damage, or demagnetization will incur a replacement fee at the current rate.

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Student Signature

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Parent/Guardian Signature