



# TRANSPORTATION PARENT AUTHORIZATION

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

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**Alternate Approval by Transportation is:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Transportation Supervisor/Designee Signature \_\_\_\_\_

**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.**



**OR**

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.**



**OR**

\*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 \_\_\_\_\_



# 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.gwinnetl.k12.ga.us](http://www.gwinnetl.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**