

# GUIDELINES

**The safety of your children while walking to, from, and while 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:**

- ⇒ Will 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 cannot be Xerox copies

**Emergency situations:** *To obtain a temporary bus pass the parent 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.gwinnett.k12.ga.us](http://www.gwinnett.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

## **GCPS School Bus to daycare facility 5 days a week – Address other than the home address **requires:****

- ⇒ Students being transported to a day care facility by a GCPS bus must provide the school with a copy of the daycare enrollment 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 elementary child with each transportation change.**

**After completing page 2, click the red SUBMIT button on the bottom of page 2 to send the form to Harbins ES.**



# TRANSPORTATION PARENT AUTHORIZATION (Regular Ed Only)

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Apt/Bldg# : \_\_\_\_\_

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.

SCHOOL USE ONLY (optional)

STUDENT NAME # \_\_\_\_\_ STU ID: \_\_\_\_\_

BUS TAG CREATED \_\_\_\_\_ ENTERED IN Synerov \_\_\_\_\_

GCPS BUS # AM \_\_\_\_\_ PM \_\_\_\_\_ PERMIT CODE \_\_\_\_\_

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 \_\_\_\_\_

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

## PARENT/GUARDIAN STATEMENT

At the end of each school day, Harbins Elementary School has authorization to dismiss my child to:

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.

**Students with NO Parent Authorization Form on file with the school will be transported on GCPS bus to their assigned bus stop for their home address.**

GCPS  
SCHOOL NAME

Student Last Name \_\_\_\_\_ Bus Stop Address \_\_\_\_\_ First Name \_\_\_\_\_

OR

GCPS  
SCHOOL NAME

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**WALKER**

OR

GCPS  
SCHOOL NAME

Student Last Name \_\_\_\_\_ First Initial \_\_\_\_\_ Home Room Teacher \_\_\_\_\_

**CAR RIDER**

AM  PM  BOTH

AM  PM  BOTH

AM  PM  BOTH

KINDERGARTENERS - GCPS BUS TO HOME ADDRESS – GREEN  
1st - 5th GRADES - GCPS BUS TO HOME ADDRESS – YELLOW

WALKER - WHITE

CAR RIDER- BLUE

**\*Day care enrollment verification letter required and must be attached to Parent Authorization form before service begins. Alternates must be 5 days a week.**

GCPS  
SCHOOL NAME

Student Last Name \_\_\_\_\_ Bus Stop Address \_\_\_\_\_ First Name \_\_\_\_\_

OR

GCPS  
SCHOOL NAME

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**DAYCARE**

AM  PM  BOTH

AM  PM  BOTH

\*GCPS BUS TO DAY CARE - YELLOW

\*DAY CARE VAN - ORANGE

AM ALTERNATE ADDRESS:

\_\_\_\_\_  
(Street Address) (Apt #) (City) (Zip Code)

PM ALTERNATE ADDRESS:

\_\_\_\_\_  
(Street Address) (Apt #) (City) (Zip Code)

\*Name of daycare facility/sitter: \_\_\_\_\_

\*Daycare Phone: \_\_\_\_\_

DATE TO BEGIN:

- This information is required and daycare enrollment will be verified. The Alternate Bus Stop goes into effect after this request has been approved by your Transportation Supervisor and entered into Synergy. This process could take up to 10 business days.

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/Guardian Name (print):

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

\_\_\_\_\_  
Date