

# CALVERT COUNTY PUBLIC SCHOOLS - BUS TRANSPORTATION QUESTIONNAIRE

Must be signed by parent / legal guardian

*Please note; this document does not supercede parents' responsibility to provide documentation of residency to schools for approval.*

SCHOOL: _____	DATE: _____
STUDENT NAME : _____	STUDENT ID: _____ Class _____
STUDENT PHYSICAL ADDRESS: _____	
PARENT/LEGAL GUARDIAN NAME: _____ DAYTIME PHONE: _____	

**Student's AM and PM bus stop locations will be determined based on the physical address listed above. If the above address is accurate, there is no need to return this form.** If the above address should not be used to determine the AM and PM bus stop location for your child, please complete this form and return to your child's school as soon as possible. Also, if the address information on this form changes in the future please inform the school office by completing a new form as soon as possible so your child can be assigned to the correct bus.

*Please note: Student Transfer requests must be received & approved through the Department of Student Services.*

BUS TO AM: ADDRESS TO DETERMINE BUS STOP LOCATION	BUS TO PM: ADDRESS TO DETERMINE BUS STOP LOCATION
Name of responsible adult(s) at address: _____ <i>An adult/family member is required at the bus stop for students through the 2nd grade.</i>	Name of responsible adult(s) at address: _____ <i>An adult/family member is required at the bus stop for students through the 2nd grade.</i>
Exact Digits and Street Address (No PO Box #): _____	Exact Digits and Street Address (No PO Box #): _____
City: _____ State : <u>MD</u> Zip: _____	City: _____ State: <u>MD</u> Zip: _____
Daytime Telephone for above address: _____	Daytime Telephone for above address: _____
Comments: _____	Comments: _____

**Unexpected schedule changes:** CCPS has several 2 hour early dismissal days built into the regular school system calendar. Unexpected early dismissals and late arrivals may occur in the event of inclement weather/emergency. CCPS will notify families of unexpected calendar changes through the local media, the CCPS website and CCPS's automated messaging system. Please plan for the active supervision of your children on days when these unexpected calendar changes occur.

**CCPS will transport only those students assigned to a bus.** Day-by-day, special bus requests must be made in writing to the school administration, which will act on the request on an individual basis, with discretion. Upon approval, school staff provides a temporary bus pass/note to the student, who gives it to the driver.

**Bus stops** are set by the Department of Transportation in accordance with safe practices, Maryland law, COMAR, Board policy & procedure, CCPS regulations, and Department of Transportation guidelines. The location of authorized bus stops will be posted online prior to the start of the school year. These are the only locations where school buses will stop. School bus drivers, school bus contractors, and school staff members cannot add, delete, or change the location of school bus stops. All requests to add, delete, or change the location of a school bus stop should be directed to the Department of Transportation via the Route Extension Request process.

**PARENT/LEGAL GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_