



Española Public Schools
Transportation Request
2022-2023

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(505) 901-2811
 (505) 901-2357

Notice: All students should have this form on file with the Transportation Department. Even if your child does not plan on riding a bus, please fill out this form and list the bus they may ride. There may be an instance that they may have to use the bus transportation and without this form on file we will not know if your child is a registered student in our district.

Legal Student Name <i>(As it appears on birth certificate)</i>	Student ID #	Grade:	Age:
_____	_____	_____	_____
<i>First Name</i> <i>Middle Initial</i> <i>Last Name</i>			

School: _____	Bus Status:	Bus Number:
Physical Address:	<input type="checkbox"/> My child will ride the bus on a regular basis. <input type="checkbox"/> My child will ride the bus on an as needed/ Emergency basis ONLY. (must be registered)	_____

Father's / Guardian 1 Contact Information			Mother's / Guardian 2 Contact Information		
Name/nombre:			Name/nombre:		
Cell Phone/Celular:	Home Phone/Casa:	Work/Msg / Trabajo:	Cell Phone/Celular:	Home Phone/Casa:	Work/Msg / Trabajo:
Mailing Address/Dirección Postal:			Mailing Address/Dirección Postal:		

BUS TRANSPORTATION RULES & CONTRACT

This contract made and entered into by and between the Espanola Public School District, the parent/guardian, and the student properly signed, acknowledges the agreement of the Española Public School District to provide transportation for the undersigned student to and from school during the **2022-23** school year. This form must be filled out for each bus in the event a student must ride another bus due to a guardianship issue. Permission will be considered on a case by case basis. Please contact the Transportation Dept. to make arrangements. It is understood by all parties that the student will abide by the following rules and regulations regarding bus transportation privileges and responsibilities:

- All students will be issued a **ZPASS Student Rider Card**, and will be required to scan their card each time they get on and off the bus. This will apply to all school, activity, and athletic trip routes. If the card is lost or damaged, parents must notify the transportation department immediately for a replacement. Students who refuse, or habitually forget their card may be denied bus privileges.
 - ZPASS card replacements may only be obtained by parents at the Transportation Dept. Office.
 - ZPASS card replacement cost is \$5.00. (Zpass/plastic holder/Lanyard)
 - Students are not allowed to ride the bus until a replacement ZPASS card has been issued.
- Students must follow all social distancing and face mask requirements as implemented by Española Public Schools.
- Bus drivers are authorized to assign seats, all passengers are expected to sit in and be responsible for their assigned seat.
- Students must remain seated when the bus is in motion; students may not extend their hands, arms, or bodies out of the bus at any time.
- Students must cooperate in keeping the bus clean; eating or drinking on the bus may be allowed at the discretion of the bus driver.
- The use of profanity will not be allowed on the bus.

7. Students may board and leave the bus at their assigned stop or school location only. Students will not be permitted to board/leave the bus at unassigned/non-regular stops. Parents, on behalf of their student, must obtain a school issued bus pass from the school office, signed by a site administrator, if an emergency bus change must be made. Bus passes are issued for emergencies only. Bus passes are granted and honored if space is available. The driver has the discretion to refuse bus pass transportation if sufficient, safe space is unavailable.
8. Students who damage any portion of the bus (cameras, seats, Zpass scanner etc.) will face disciplinary actions and may be suspended and denied riding privileges until any damages are paid for. Parents will be provided an invoice to include parts costs and labor time to repair. Labor will be charged at the approved EPS labor rate.
9. The use of tobacco, narcotics, or alcoholic beverages shall not be permitted in the bus. Students who are suspected of being under the influence will be referred to school administrators for investigation and parent pick up, bus services will not be provided.
10. Animals, firearms, explosives, and breakable glass items or knives are prohibited on buses.
11. Students whose presence poses a threat to other passengers will be immediately referred to site administrators, and are subject to suspension or revocation of riding privileges.
12. Students will adhere to the rules and regulations set forth by district policy, administration, and enforced by the school bus driver. All school rules apply while riding EPS transportation buses. The bus driver has the same authority as the teacher when riding bus, and will follow EPS progressive discipline policies as follows:
 - **First Minor Offense** – verbal warning.
 - **Second Minor Offense** – written warning
 - **Third minor offense and All Major Offenses** – written referral to school administrator and required parental meeting. Consequences will follow progressive discipline and may include, 3/5/10 day suspension or revocation of bus privileges.

Video Notification: Along with filling out this form, you are being informed and giving the Espanola Public School Transportation Department permission to video record your child for while EPS transportation. Recording is done automatically on each bus to help deter incidents that may occur. Recordings are randomly viewed by district personnel unless an incident occurs where the recording will be used as documentation for related incidents.

Bus Stop Notification: An adult is required to be at the stop to pick up **Kindergarten** students, or the student will be returned to their school. All other students, grades 1-6 may be dropped off at their assigned stops without an adult present. If a parent of a student in grades 1-6 does not want their child to be left at the stop without an adult present, they must below and sign the acknowledgement.

I **DO NOT** want my grade 1-6 student left at the bus stop without an adult present. I understand it is my responsibility to ensure an adult is present at the bus stop to release my child. I understand my child will be returned to the school building if an adult is not present to meet my child at the bus stop.

Parent/Guardian Signature & Date: _____

Parent/Guardian Signature _____ Date _____