

CAPITAN MUNICIPAL SCHOOLS

Parents: We are updating our records for the new School Year.

Please help us by completing

BOTH SIDES OF THIS FORM

and return it to school the next school day for your student. Please complete these forms even if your child is not currently a bus rider. For students to participate in field trips and/or activity trips such as sports, band or FFA, this form MUST be on record.

THANK YOU

BUS EMERGENCY CONTACT CARD

Student Name _____ Date _____

Physical Address _____

Bus Stop if not at Physical Address _____

Emergency Contacts

Grade: _____

Bus # _____

Name

Relationship to Student

Phone#(s)

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

I hereby authorize the above listed adults to pick up my child from the bus or school if I am unavailable to do so or not able to be contacted in an emergency. I do hereby acknowledge that a parent/guardian MUST be present and sign out at pick up, no matter the age of the student, for release for school.

Parent/Guardian Name (PRINTED) _____

*Admin Only - *RECEIVED BY- _____ *Date _____

*Principal signature _____ *Date _____

*Transportation/Operations Supervisor _____ *Date _____

BUS TRANSPORTATION FORM

Parent(s)/Guardian(s):

We are looking forward to transporting your student to and from school. It is necessary for us to have accurate records for all riders, all contact numbers, and for each student rider to be registered if eligible according to the New Mexico state regulations. Below you will find the bus rules to remind students and parents of the seriousness of misconduct as it relates to school bus safety. These rules were developed by school administrators for the protection of student riders. Remember, NM state regulations require all students to be at their assigned stop at least five minutes before the bus is scheduled to arrive.

Thank you - Shane Shepperd, Transportation & Operations Supervisor- 575-354-8517

ALTERNATE/EMERGENCY BUS STOP REQUESTS

Any alternate/emergency bus stop can be arranged with a handwritten note or call from the parents that must be signed by a school official NO LATER THAN 2PM the day of request. If this is not done by 2PM (except in the case of an emergency) you child will NOT be allowed to get off at any stop other than their DESIGNATED stop. If the note is given directly to the driver at the time of the departure, without an administrator's signature, the request will be DENIED.

BUS RULES & CONSEQUENCES

- | | |
|---------------------------------------------------|-----------------------------------------------------------|
| 1. Obey the driver and follow all safety rules | 6. Do not distract the driver. |
| 2. Do not be disrespectful, rude, or discourteous | 7. Stay in your seat facing forward at all times |
| 3. No eating or drinking on the bus | 8. Do not throw anything in or out of the bus door/window |
| 4. No threats, verbal abuse, profane language | 9. No drugs, alcohol, tobacco |
| 5. No fighting, hazing, pushing, etc. | 10. No vandalism, theft, etc. |

After verbal warning from the driver and a phone call to the parent, the student will be referred to the Principal. The next occurrence will result in possible discontinuance of bus privileges. Continued misconduct could result in riding privileges being revoked for any length of time seen fit by administrators. By signing below, I agree that my child knows and will adhere to the rules.

Parent signature _____

***Transportation for any Out-of-District student is a privilege. The district is not required to provide transportation services for these students. See Transportation Board Policy Where Out-of-District Student eligibility is outlined in the Out-of-District Contract.

FOR ELEMENTARY ONLY

FOR THE SAFETY OF ALL STUDENTS - THERE WILL BE ABSOLUTELY NO DROP-OFFS OR PICK-UPS (in cars) IN THE FRONT OF THE ELEMENTARY ON FOREST AVENUE. If you have a documented reason that your child should be dropped off or picked up at the front of the building, it must be approved by the Principal. Please use the main parking lot near the Administration Office for drop off and pick up.

THE CHILD LISTED ABOVE WILL:

() Ride Bus# __ after school () May walk alone () Be a car kid (main parking lot)

() Walk or ride a bike home after school

() MUST walk with a sibling(s) or other listed: _____

*****NOTE: PLEASE COMPLETE THIS FORM EVEN IF YOUR CHILD WILL NOT RIDE A ROUTE BUS*****