



SCHOOL BUS REGISTRATION SEPTEMBER 2015 – JUNE 2016

**Please complete and return this form to your local school or to the
School Board Office, 3143 Jacklin Rd., Victoria, BC, V9B 5R1**

Parent's/Guardian's Name: _____

Address: _____

E-Mail address: _____

(******mandatory for invoicing purposes******)

Mailing address _____ Postal Code: _____
(if different then street address)

Home Phone Number _____

Work or Cell Number _____

Child's Name: _____ School _____ Grade in Sept 2015 _____
First Last

Child's Name: _____ School _____ Grade in Sept 2015 _____
First Last

Child's Name: _____ School _____ Grade in Sept 2015 _____
First Last

Child's Name: _____ School _____ Grade in Sept 2015 _____
First Last

School Attended last year: _____

Parent/Guardian Signature: _____ Date: _____

PAYMENT DUE: SEPTEMBER 2015

PAYMENT METHODS AVAILABLE:

Cheques: If paying by cheque, payments should be **made payable to SD62 (Sooke)**, dated Sept 1/15, attached to a copy of your invoice(s) and submitted to the School Board Office either by mail or in person.

Cash: Payment should be made in person only at the School Board Office or a SD62 school office.

Debit: Must be paid in person at School Board Office.

Credit Card: If paying by credit card please complete the following information (**to charge card Sep 1-14**)

I, _____, hereby authorize School District No. 62 (Sooke) to charge the following amount to my Visa/MasterCard or as follows: \$ _____

Type of card: Visa MasterCard (Circle One)

Card #: ____/____/____ ____/____/____ ____/____/____ ____/____/____

Expiry Date: ____/____ Signature: _____

FOR OFFICE USE ONLY:

Bus Stops ☐ Friday ☐ PIF ☐

Inv# _____/_____/_____

Rec# _____/_____/_____

Dep# _____ Other _____

******All students and parents must read and SIGN******

the BUS RULES on the reverse side of this registration form

RULES FOR STUDENTS RIDING IN BUSES

1. **The bus driver is in complete charge** of the vehicle and students. Students shall follow classroom conduct rules and obey the driver promptly and respectfully.
2. At bus stops, students will line up for the bus and proceed toward the bus, onto the bus, or off the bus only when given permission by the driver. Hand held devices must not be used while getting on or off the bus.
3. Courtesy and respect among passengers is expected. Disruptive behavior and/or excessive noise disturb the safe operation of the bus and will not be tolerated. Throwing objects, either within the bus or out the bus windows is prohibited.
4. Bullying will not be tolerated. Incidents will be reported and investigated. Students are encouraged to report incidents to the driver for follow-up.
5. Respect for property is expected. Vandalism or willful damage to a bus will be investigated and may result in discipline up to and including bus suspension.
6. There is no seat hopping. Students must remain seated at all times until they exit at their stop. Bus windows may be opened, but students must not extend arms, heads or objects outside the bus.
7. Food or drink shall **not** be consumed on the bus. Glass bottles, sharp objects, weapons and illegal substances are **not** permitted on the bus.
8. Smoking of any product, including e-cigarettes or any open flame is **not** allowed on the bus at any time.
9. The use or spraying of any aerosol material will not be allowed on the bus due to allergies.
10. Objects that may cause injury (ice skates with guards, computers, etc.) must be safely carried. All possessions must be held by the students. Hockey bags cannot be carried on the bus.

ANY CONDUCT OF A SERIOUS NATURE (I.E. BULLYING, FIGHTING, ABUSIVE LANGUAGE, DEFIANCE OF SAFETY RULES) WILL RESULT IN DISCIPLINE THAT MAY INCLUDE SUSPENSION OF BUS PRIVILEGES. SUSPENSIONS WILL BE COORDINATED BETWEEN SCHOOLS AND PARENTS.

Notice to all Parents/Guardians and Students

Parents/guardians should review and discuss bus safety and conduct rules with their children. Parental support of the bus driver and the school will ensure safe rides for all students.

Students are expected to follow the bus rules. If they choose not to, there will be consequences. These range from misconduct reports up to suspension of riding privileges depending upon the seriousness of the incident or the frequency of the misconduct.

The Board of Trustees is committed to the Safety of all Students within the District, therefore, please be advised that effective September, 1995 some School District Buses have **VIDEO CAMERA SURVEILLANCE** equipment on board.

The goal is a safe, pleasant and enjoyable ride for all students.

STUDENTS IN GRADES K-3 MUST BE MET AT THE BUS STOP BY AN ADULT OR OLDER SIBLING

****Please attach a letter to this form IF you give your approval for your child to walk home unescorted.**

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ THE ABOVE RULES FOR STUDENTS RIDING IN BUSES.

Student Rider #1 Name: _____ Signature: _____

Student Rider #2 Name: _____ Signature: _____

Student Rider #3 Name: _____ Signature: _____

Student Rider #4 Name: _____ Signature: _____

Parent's signature: _____ Date _____



SCHOOL DISTRICT No. 62 (SOOKE)

3143 JACKLIN ROAD, VICTORIA, BRITISH COLUMBIA • V9B 5R1
TELEPHONE: 250 474-9845 or 250 474-9800 FAX: 250 474-9825

SCHOOL BUS REGISTRATION SEPTEMBER 2015 – JUNE 2016

Bus registration forms for the **2015-2016** school year are now available at all school locations, with bus drivers and on the SD62 website. Please register your child(ren) by **Friday, Feb 27, 2015** to ensure bus service. Bus routes will be designed during May and June. Routes will be confirmed in a letter sent to you via student report cards in **June**.

Bus registration forms may be submitted to the SBO by one of the following methods. (*Note: All forms must be signed before submitting.*)

- o Original form dropped off to SBO or any SD62 school office
- o Form sent by fax to 250-474-6641
- o Form scanned and emailed to bjstpierre@sd62.bc.ca

All families using the bus service must complete a school bus registration form every year. Prompt completion of bus registration forms will ensure your child(ren) a seat on the bus.

BUS FEE SCHEDULE:

1 student	2 students	3 students	4 or more students
\$150	\$300	\$375	\$450

2015/16 rates to be confirmed by the Board of Trustees.

Fee Payment: Payment for bus registration will be due in **September, 2015** (*various payment terms will be available*). Invoices will be emailed to all bus riders during the month of August. (*Please ensure your email address is completed on bus form.*)

Bus Routes: If bus routes are unavailable or not suitable for a family, please contact the Transportation Department to withdraw your child's bus registration as soon as possible. Full bus refunds will only be available until September 30th, 2015.

Bus Refunds (after Sept 30/15):

Bus refunds will *only* be issued if the student moves out of the District. ***The refund will be pro-rated less a \$20.00 administration fee.*** All bus refunds will be processed only through the Board Office and approved by the Transportation Manager.

Bus Passes: Bus passes for middle and secondary students will be issued to **PAID** riders in Oct/2015. **Drivers will check for bus passes so students must carry their pass at all times.**

Bus Pass Replacement:

Lost bus passes will be replaced for a **\$10.00 fee**.

Questions?

If you have questions about bus routes contact Reception at 250-474-9800 or the Transportation Dept. at 250-474-9845. Current Routes are posted on the SD62 website. Questions about the payment of transportation fees should be directed to Reception at 250-474-9800.