

**TRANSPORTATION DEPARTMENT  
Temporary Rider Permit Form**

Dear Parents:

Springfield School District bus transportation department does, under certain conditions, allow temporary bus riding. The district guidelines provide that a student is an eligible bus rider if they are an elementary student living further than one mile from their neighborhood school or a secondary student living more than one-and-one half miles from their neighborhood school. Students who live within the one mile and one-and-one half mile distance can apply to ride a school bus by filling out a Temporary Rider Permit application. On occasion, a bus may have space for these additional riders. During the school year, student enrollments throughout District schools will change. This change will also reflect the number of students who ride buses. If your student has been approved to ride the bus as a temporary rider, it is understood that such permission may be withdrawn. Such withdrawal will result if the bus count of student riders exceeds top capacity because of an increase in riders who have, according to the guidelines, first rights to available seating.

Bus stops are designated pick-up points in the busing area. Temporary riders must make arrangements to proceed to an established bus stop and should arrive five minutes ahead of the scheduled bus time. Buses will not wait beyond their scheduled pick-up time.

**District No. 19 and State of Oregon School Bus Rules and Regulations**

- Pupils being transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus pick-up.
- Pupils shall not take firearms, weapons, or other dangerous items on the bus.
- Pupils are to remain seated while the bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms or heads through bus windows.
- Pupils must have written permission to leave the bus other than at home or school
- Pupils must converse in normal tones; loud or vulgar language is prohibited.
- Pupils are not to open or close windows without permission of the driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
- Eating on the bus is prohibited except on special trips.
- Bus drivers cannot make unauthorized stops; consequently, any new or revised stops must be approved by the Transportation Department.
- The driver shall enforce all local and state bus regulations.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
- If a discipline problem arises, the bus driver will fill out a "Bus Warning/Suspension" form.

**Please fill out the information below and return this form to the Transportation Department**

**FAX: 541-744-6379**

**Mailing Address: 1890 42<sup>nd</sup> St., Springfield, OR 97478**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City Zip

Address Student Needs Transportation Service To: \_\_\_\_\_  
Street City Zip

**I HAVE READ THE ABOVE INFORMATION AND AGREE TO THE TEMPORARY RIDER CONDITIONS. I UNDERSTAND TEMPORARY BUS RIDERSHIPS ARE ONLY VALID IN THE SCHOOL YEAR IN WHICH THEY ARE GRANTED AND I MUST RE-APPLY EACH SCHOOL YEAR. FORMS WILL BE PROCESSED IN THE ORDER RECEIVED BEGINNING OCTOBER 1<sup>ST</sup>. STUDENT MUST HAVE THE SAME TRANSPORTATION SCHEDULE AND BUS STOP LOCATION EACH DAY OF THE WEEK.**

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

Date \_\_\_\_\_

<b>To Be Completed by Transportation Department</b>			
Route #: _____	Approved: _____	Denied: _____	Completed by: _____
			<small>Initial Date</small>
Stop Location: _____	Time: _____		
	<b>A.M.</b>		<b>P.M.</b>