

# SCHOOL BUS REQUEST FORM

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
*First Name Last Name*

Current Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

Start Date of Bus Service: (MM/DD/YYYY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Address (print in Korean if possible) :

Contact Number Home: \_\_\_\_\_

Cell. Phone: Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_  
*Phone Number Relationship to Applicant*

## **BUSINESS OFFICE USE ONLY**

Bus Route:

Pick up Location:

Pick up Time:

Drop off Location:

Drop off Time:

Our bus routes are designed to serve as many of our students as possible and the number of students assigned to a bus, for safety reasons, is limited to the bus's capacity. In order to guarantee optimal bus routes, **we are unable to meet everyone's need for their pick-ups individually. Also, new students may be placed on the waiting list** when there are no more spots on the bus. A seat on a bus or assignment to a particular bus for a student is **NOT GUARANTEED by the school**. Our school bus routes change every semester based on the number of students, traffic conditions, and etc. Therefore, please check with the APIS business office (Phone: 02-907-2747) for any further updates or changes.

## **Applicant Name and Signature**

\_\_\_\_\_  
*First Name Last Name Signature Date (MM/DD/YY)*

☞ As the traffic situation in Seoul is unpredictable it is recommended that your student be at the pre-assigned pick up point 3 minutes before the scheduled pick up time. Additionally, while APIS will make every effort to adhere to the provided drop off schedule, actual times may vary depending upon on the daily traffic flow.

**I have received a copy of and agree to comply with the terms of the Asia Pacific International School Bus Policies.**

\_\_\_\_\_  
*Parent/Guardian's Name Signature Date (MM/DD/YY)*

# Agreement for School Bus Privilege

Any student who rides a school bus **MUST** follow these rules.

1. **Students must obey the bus rules and follow the bus driver's instructions.**
2. **Students are to remain seated in their assigned seat with the safety belt fastened while riding the bus.**
3. **Students are not to distract the driver in any way.**
4. **Students are not to use profanity, abusive language, or make obscene gestures.**
5. **Students are not to extend anything (including hands, heads or feet) out the window.**
6. **Throwing any item inside the bus or out the window is not allowed.**
7. **Eating and drinking are not allowed on the bus.**
8. **The school's discipline policy applies to all students being transported on the school bus.**
9. **Students must be authorized by APIS to ride the school bus.**

We ask our parents to review these rules with their children and to convey the necessity for complying with these rules. Children who are not obeying the bus rules will be issued a School Bus Incident Report. A copy will also stay in the office.

## ***Our policy is:***

**Drivers will always warn the students verbally about the infraction with the expectation that the student will adhere to the safety rules, but the following procedures will be enforced if the infraction is repeated. In some severe cases, steps 1 and/or step 2 and/or step 3 may be skipped.** Infractions include, but are not limited to:

- Failure to remain seated
- No seatbelt
- Fighting
- Refusing to obey the driver
- Unnecessary/inappropriate noise
- Profanity

**1st Offense:** Written warning (incident report) indicating violation.

**2nd Offense:** Incident report indicating the violation and the student will be off the bus for one day\*, also the parent/guardian will receive a phone call and a copy of the incident report.

**3rd Offense:** Incident report indicating the violation and the student will be off the bus for two to three days\*, also the parent/guardian will receive a phone call and a copy of the incident report.

**4th Offense:** Incident report indicating the violation and the student will be off the bus for five days\*, also the parent/guardian will receive a phone call and a copy of the incident report. Extremely severe violations may cause loss of bus riding privileges for the remainder of the semester/year.

\*When students are suspended from riding the bus due to their bus behavior, it is the parent's responsibility to provide transportation for the student until the date the student is allowed to ride the bus again.

## **Students riding the bus**

**(PLEASE PRINT)**

Name	Date (MM/DD/YY)
Name	Date (MM/DD/YY)

**Parent's signature indicates their cooperation with this agreement.**

Parent/Guardian's Name	Signature	Date (MM/DD/YY)
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