

For Official Use Only

**DoDEA Europe Ramstein/Landstuhl Complex School Bus Registration Form School Year 2020/2021**

Re-Registration/Updates     New to Europe     Transfer within Europe     Change of Address

**SPONSOR INFORMATION**

Full Name: \_\_\_\_\_  
First Middle Initial Last

DEROS/PCS Date: \_\_\_\_\_  
(MM/DD/YYYY)

Branch: \_\_\_\_\_ Title or Rank: \_\_\_\_\_  
(Air Force/Army/Marines/Navy/Civilian/NATO) (e.g., A1C / 1LT / SFC / Mr / Mrs. / GS-1 / NAF-1 / SES-1/)

Unit Name: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Personal Mobile: \_\_\_\_\_

Work Mobile (If applicable): \_\_\_\_\_

Official Email: \_\_\_\_\_  
(Required)

Personal Email: \_\_\_\_\_

Home Address: \_\_\_\_\_  
House # Street Name  
 \_\_\_\_\_  
Town/Village

Mailing Address: \_\_\_\_\_ APO AE \_\_\_\_\_  
PSC / CMR / UNIT BOX (ZIP CODE)

**Spouse INFO**

Spouse Name: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Official Email: \_\_\_\_\_

Personal Mobile: \_\_\_\_\_

Work Phone (if applicable): \_\_\_\_\_

**(One Student per Line; Up to Four Students per Sheet)**

Schools: SES, BMHS

\_\_\_\_\_ ○ ○  
 First MI Last D.O.B Grade School M F  
(MM/DD/YY)

\_\_\_\_\_ ○ ○  
 First MI Last D.O.B Grade School M F  
(MM/DD/YY)

\_\_\_\_\_ ○ ○  
 First MI Last D.O.B Grade School M F  
(MM/DD/YY)

\_\_\_\_\_ ○ ○  
 First MI Last D.O.B Grade School M F  
(MM/DD/YY)

**Alternate Care Provider (CDC, Babysitter, German Facility):**

Name \_\_\_\_\_ Town: \_\_\_\_\_

Street: \_\_\_\_\_ House #: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Emergency Contact INFO Other than SPONSOR**

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Home Phone: \_\_\_\_\_

Emergency Contact Mobile Phone: \_\_\_\_\_

**Data Herein Subject to Privacy Act of 1974**

**Disclosure of personal information as requested on this School Bus Registration Form is NOT mandatory. However, failure to submit this information may preclude the extension of school bus services to your child. All information gathered on this registration form is considered confidential - For Official Use Only - and will not be shared with any other agency, group or individual.**

**I acknowledge that I am responsible for my family member's conduct while they are using government furnished student transportation. I understand that their misbehavior may result in disciplinary action that can result in the suspension or revocation of transportation privileges. This responsibility extends to financial liability for any damage caused by your child.**

**I understand that possession of a bus pass is mandatory.**

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AM Bus # \_\_\_\_\_ AM Stop: \_\_\_\_\_

PM Bus # \_\_\_\_\_ PM Stop: \_\_\_\_\_

\_\_\_\_\_  
**\*\*SIGNATURE OF SPONSOR OR SPOUSE \*\***

\_\_\_\_\_  
 DATE SIGNED

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# RAMSTEIN/LANDSTUHL COMMUNITY SCHOOLS

## SCHOOL TRANSPORTATION CONTRACT

It is of great importance for Community Schools, the DoDEA Europe East District Office (EDSO) and the transportation companies with whom we contract, that our students are ensured a safe, structured transportation experience, and that our drivers feel supported in creating this environment. As such, we have established rules, boundaries and expectations for our students and drivers in order for our transportation vehicles to operate appropriately, and safely deliver our students to their destinations.

This contract is between Ramstein/Landstuhl Community Schools, the parent(s)/guardian(s) and the student. When you receive your copy of the contract, please read through all elements carefully, review the information with your child, and sign and return it to the Ramstein Student Transportation Office (STO).

Thank you,  
The Ramstein/Landstuhl Community School Transportation Office

### **Arrival:**

1. Arrival begins no later than 7:50am vehicles will drop students off in designated unloading areas near school. Students are met by faculty and staff to enter safely.
2. Vehicles shall not arrive at any authorized stop later than the scheduled time or more than ten (10) minutes before the scheduled time.
3. Drivers will line up as close as they can to the curb at the designated stop at the school. Once this area is full, all additional vehicles will line up at wait for the prior vehicle to unload all students safely.

### **Dismissal:**

1. Drivers will line up at the designated area at each School. Once these areas are full, all vehicles will wait for the students to load each bus safely.
2. All students are to load their respective buses in a safe and orderly manner as directed by their school's administration.
3. All drivers will be instructed to depart once all students are loaded and in their seat belts.
4. If a student is consistently disregarding these established rules and expectations, they will be subject to the Europe East District School Bus Discipline Matrix for 2019-20 SY.
5. In the event of a student missing a stop, the driver will continue his/her route and redirect back to the assigned school where the STO will make contact with parent for pick-up.

### **Parents:**

1. As per Army in Europe Regulation 608-18-1, all parents are responsible for the supervision, safety, and well-being of children in their care.
2. Anyone who observes an incident of child abuse or neglect should report the incident to the local military police.
3. Please see attached Army in Europe Regulation 608-18-1 on Army in Europe Child and Youth Supervision guidelines.
4. If a parent is consistently disregarding these established rules and expectations, they will be subject to the rules and regulations as laid out in Army in Europe Regulation 608-18-1.

## **STUDENTS – RULES & EXPECTATIONS**

The transportation provided for Baumholder Community School's students in an extension of the school, in that, all school rules, boundaries, expectations and consequences apply while students are being transported to and from school.

### **In the Morning:**

1. Be ready at least 10 minutes before the bus is scheduled to arrive, and enter safely on the vehicle as soon as it arrives.
2. Wait for the bus in a place that is clear of traffic, and as far back from the road as possible.
3. If in a group of waiting students, maintain appropriate boundaries and behavior and avoid horseplay.
4. Wait to cross the street and/or approach the vehicle only after it has stopped.
5. Only get on and off your transportation vehicle at your own stop.

### **On the Bus/Cab/Van:**

1. Go directly to an available seat, or assigned seat.
2. Remain seated during the ride, wear your seat belt and face forward.
3. Keep hands, heads, arms and legs inside the vehicle.
4. Never play with emergency exit equipment.
5. Never throw or pass around any object(s).
6. Never carry on live animals of any kind.
7. Only carry on items that can easily be held in your lap.
8. No eating or drinking.
9. COVID-19 REQUIRES ALL OCCUPANTS TO WEAR FACEMASKS ENTIRE RIDE!
10. Do not accept any items from the driver – food, drinks, gum, gifts, etc.
11. Interact positively with peers; and use appropriate voice tone, volume and language.
12. No vandalism of the vehicle or anyone's property.
13. No cell phones use (unless you have received specific permission from Ramstein STO).
14. No exchanging, trading or borrowing of any items – all students will be responsible for their own personal belongings.
15. Respect everyone's (driver and students) personal space, and their right to a peaceful ride to school – no arguing, profanity, obscene gestures, bullying, antagonizing, horseplay, or fighting.
16. No weapons of any kind.
17. No hazardous materials or nuisance items (laser lights, etc.).
18. No tobacco products, drugs, alcohol or any other controlled substance.
19. No medications of any kind (unless you have received specific permission from Ramstein STO).

## **DISCIPLINE POLICY**

Any student who does not follow the identified rules will be subject to the Europe East District School Bus Discipline Matrix for 2019-20 SY. This protocol will start simply – between the driver and the student – but continued issues will lead to a progression in reporting and consequences. Bus transportation to and from school is a privilege that can be revoked if the following rules for safe and appropriate behavior are not followed. Failure to comply can result in bus suspension and loss of riding privileges if not corrected.

**Please feel free to contact the Ramstein Community Schools STO with any questions or concerns at +49 6371-47-2877.**

***See page 4 for the contract accompanying this policy;  
this contract must be signed by the student and parent/guardian.***

**RAMSTEIN/LANDSTUHL COMMUNITY  
SCHOOLS**

**SCHOOL TRANSPORTATION CONTRACT**

**I have read and discussed this policy with my child:**

\_\_\_\_\_  
**Parent/Guardian Name – please print**

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

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**I have reviewed this policy with my parent/guardian and agree to abide by it:**

\_\_\_\_\_  
**Student Name – please print**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

# EUROPE EAST DISTRICT SCHOOL BUS DISCIPLINE MATRIX, 2019-20 SY

CATEGORY	EXAMPLES OF INFRACTIONS	FIRST REFERRAL	SECOND REFERRAL	THIRD REFERRAL	FOURTH REFERRAL
<div style="font-size: 48pt; color: red; font-weight: bold; margin-bottom: 10px;">A</div> <div style="color: red; font-weight: bold;">MINOR MISCONDUCT</div>	<ul style="list-style-type: none"> <li>❖ Boarding or exiting the bus unsafely, to include crossing in front or behind the bus.</li> <li>❖ No Bus pass or improper bus pass</li> <li>❖ Standing while the bus is in motion or not being seated</li> <li>❖ Obstructing an empty seat, door, stairs or aisle while entering and exiting the bus.</li> <li>❖ Making excessive noise</li> <li>❖ Eating and/or drinking on the bus</li> <li>❖ Littering</li> </ul>	**Verbal/Written Warning	**Assigned Seat	**1-5 day Bus Suspension	**10-day to Suspension of riding privileges for the remainder of SY
<div style="font-size: 48pt; color: red; font-weight: bold; margin-bottom: 10px;">B</div> <div style="color: red; font-weight: bold;">SERIOUS INFRACTIONS</div>	<ul style="list-style-type: none"> <li>❖ Failure to comply with bus driver's instructions and/or supervisory adults</li> <li>❖ Exchanging or refusing to show bus pass</li> <li>❖ Horseplay and/or spitting</li> <li>❖ Throwing objects at, within, or out of the bus/bus stop</li> <li>❖ Sticking object or body parts out of the window/door</li> <li>❖ Causing minor damage to bus seat; such as, writing on seat, making holes in seat etc.</li> <li>❖ Using profane or obscene language or gestures</li> <li>❖ Interfering with the duties of a gate guard-attempting to touch/grab firearm</li> <li>❖ Public display of affection</li> </ul>	**Assigned Seat	**5-day Bus Suspension	**10-20 day Bus Suspension	**Suspension of riding privileges for the remainder of SY
<div style="font-size: 48pt; color: red; font-weight: bold; margin-bottom: 10px;">C</div> <div style="color: red; font-weight: bold;">SEVERE OFFENSES</div>	<ul style="list-style-type: none"> <li>❖ Sitting in driver's seat/tampering with controls</li> <li>❖ Interfering with driver/monitors and officials</li> <li>❖ Unauthorized operation of emergency exits</li> <li>❖ Serious threatening, fighting, hitting, biting or pushing another person</li> <li>❖ Vandalism or damage to bus that requires repair, cleaning and/or painting</li> <li>❖ Sexually offensive verbal comments and/or suggestions</li> <li>❖ Theft or pilfering of anyone's personal items</li> </ul>	**5-day Bus Suspension	**10-day Bus Suspension	**20-30-day Bus Suspension	**Suspension of riding privileges for the remainder of SY
<div style="font-size: 48pt; color: red; font-weight: bold; margin-bottom: 10px;">D</div> <div style="color: red; font-weight: bold;">CRIMINAL/ILLEGAL/ UNACCEPTABLE ACTS</div>	<ul style="list-style-type: none"> <li>❖ Tobacco and Alcohol Use</li> <li>❖ Possession or use of weapons or other prohibited items</li> <li>❖ Possession of illegal substances</li> <li>❖ Excessive/reoccurring bullying</li> <li>❖ Sexual offensive behavior/lewd or indecent acts to include full/partial nudity</li> <li>❖ Direct or indirect acts causing injury to another person</li> <li>❖ Bomb threat</li> </ul>	Suspension/Expulsion Proceedings Initiated			

**Notes:**

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
3. The School Liaison Officer will be informed of major incidents.
4. Possession of prohibited items; such as weapons, controlled substances, alcohol and other serious incidents will be reported to Security Forces, the School Liaison Officer and other appropriate authorities.
5. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.

**\*\*The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion in handling misconduct issues with regard to unique circumstances or special needs students.**