

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Transportation Information Sheet

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 301, 10 USC 133, 20 USC 921, EO, November 1943 (SSN)

PRINCIPAL PURPOSE(S): Required for enrollment into the DoDEA School Bus Transportation System. Provides records of student and demographic data used in the administration of school bus transportation services.

ROUTES USE(S): Data is collected and entered into the automated BusTrack Information Management System for use by DoDEA personnel in providing transportation services. Release of student information to non-DoDEA personnel is restricted to US Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other Government agencies interfacing with DoDEA and schools as part of the individual student transportation record.

DISCLOSURE: Dependents may be denied DoDEA Transportation services if requested information is not provided.

- > I understand that all riders of DoDEA school buses are subject to audio and video surveillance by authorized personnel to ensure the health, safety and security of riders.
- > I understand that I must de-register and return bus passes when transportation services are no longer needed.
- > I understand that a second adult may or may not be assigned to ride on the school bus.

I acknowledge that I have read and understand the above statements:

Initial



| | | | |
|-----------------------|------------------|--------|-------|
| SPONSOR NAME | _____ | RANK | _____ |
| SPONSOR UNIT | _____ | DEROS | _____ |
| SPONSOR DUTY PHONE | DSN _____ | BRANCH | _____ |
| SPONSOR CELL PHONE | _____ | | |
| SPONSOR E-MAIL (WORK) | _____ | | |
| SPONSOR E-MAIL (HOME) | _____ | | |

| | | | |
|----------------------|------------------|--------|-------|
| SPOUSE NAME | _____ | RANK | _____ |
| SPOUSE UNIT | _____ | DEROS | _____ |
| SPOUSE DUTY PHONE | DSN _____ | BRANCH | _____ |
| SPOUSE CELL PHONE | _____ | | |
| SPOUSE E-MAIL (WORK) | _____ | | |
| SPOUSE E-MAIL (HOME) | _____ | | |

| | | | |
|--------------------|-------|---------------|-------|
| LOCAL HOME ADDRESS | _____ | MAILING - | _____ |
| | _____ | ADDRESS | _____ |
| LOCAL HOME PHONE | _____ | APO-AP | |

| | | |
|------------------------------------|------------------|-----------------------------|
| LOCAL EMERGENCY CONTACT NAME | _____ | (other than sponsor/spouse) |
| LOCAL EMERGENCY CONTACT WORK PHONE | DSN _____ | |
| LOCAL EMERGENCY CONTACT CELL PHONE | _____ | |

| | | |
|----------------------------|----------|----------|
| STUDENT(S) INFO | 1) _____ | 2) _____ |
| (NAME/GRADE/DATE OF BIRTH) | 3) _____ | 4) _____ |
| COMMENT/REQUEST | _____ | |

DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS

Humphreys Student Transportation Office
Unit 15797 APO AP 96271

STATEMENT OF UNDERSTANDING

Behavior Standards for School Bus Students and Sponsor Responsibilities & Acknowledgement

- * I, the student's sponsor/parent/legal guardian, acknowledge that I have received a copy of the *DoDEA Behavior Standards for School Bus Students and the Sponsor Responsibilities*.
- * I have been apprised of the local school bus transportation commuting area. I understand if family housing is obtained outside this area, transportation between my residence and the nearest available pick-up point within the commuting area or to the school is the sponsor's responsibility.

ON AND AROUND SCHOOL BUSES, STUDENTS WILL:

- 1 Comply with all school rules - "Behavior Standards for School Bus Students".
- 2 Board and exit the bus in an orderly, safe manner.
- 3 Present bus pass when boarding the bus and upon request.
- 4 Remain seated with seatbelt fastened while on the bus.
- 5 Talk with other passengers in a normal/inside voice
- 6 Keep all body parts inside the bus at all times.
- 7 Keep aisles, steps and empty seats free from obstruction.
- 8 Remain fully and properly clothed.
- 9 Treat the driver, security attendants, chaperones, school staff and fellow students with respect.
- 10 Promptly comply with the bus driver's or security attendant's instructions.
- 11 Treat the bus and other private property with care.

ON AND AROUND SCHOOL BUSES, STUDENTS WILL NOT:

- 1 Fight, push, shove or trip other passengers.
- 2 Use or possess unacceptable items identified in the school "Code of Conduct".
- 3 Push while waiting for, boarding, on or exiting the bus.
- 4 Attempt to board or disembark the bus while the bus is in motion.
- 5 Make excessive noise or play electronic equipment without headphones.
- 6 Put objects out of bus windows or hang out of windows.
- 7 Engage in horseplay.
- 8 Obstruct aisles, steps or seats.
- 9 Engage in public displays of affection.
- 10 Eat, drink or litter on the bus.
- 11 Use profane or abusive language or make obscene gestures.
- 12 Spit or bite.
- 13 Harass, bully or interfere with other students.
- 14 Disrespect, distract or interfere with the security attendant or bus driver.
- 15 Damage private property.
- 16 Sit in the bus driver's seat or touch bus operating devices or equipment.
- 17 Open or try to open the bus door.
- 18 Throw or shoot objects at, within or out of the bus.
- 19 Tamper with bus controls or emergency equipment.
- 20 Violate any other school rule, law or military installation regulation.

SPONSOR RESPONSIBILITIES:

- * I have reviewed the school bus behavior standards and discussed their importance with my student.
- * I understand the consequences for misbehavior may include suspension or revocation of bus privileges.
- * I understand and agree to reimburse the government for damage repair costs caused by my child's misconduct.
- * I understand school buses will only stop at designated stops and I may not stop or impede the bus in any way.
- * I understand that no persons may enter a school bus without prior authorization from a school official.
- * I understand that any changes to my child's bus route/stop must be accomplished in person at the STO.
- * I understand that day-to-day requests for changes and play dates are not authorized.
- * I agree that my child(ren) in 1st grade and below will be escorted to/from the school bus door by the sponsor/parent or a designated adult guardian (age 18 or older), a sibling (age 11 or older), other family member (age 11 or older), or a non-sibling student (age 12 or older).

Reference: *USAG Humphreys Command Policy #28, Standards of Child Supervision*

- * I acknowledge that failure to escort my child(ren) on more than one occurrence may result in the loss of school bus riding privileges and that incidents will be reported to the Commander, USAG Humphreys, and the Family Advocacy Program for review.

I acknowledge that I have read and understand the above statements:



SPONSOR SIGNATURE _____

DATE _____