

# DEPARTMENT OF DEFENSE EDUCATION ACTIVITY SCHOOL BUS REGISTRATION

AUTHORITY: 5USC301, 10USC 133, 20 USC921, EO 9397 November 1943 (SSN).

PRINCIPLE PURPOSE(S): Required for the registration to ride in DoD School Transportation system. Provides record of student and sponsor demographic data used in the administration of the schools program. Provides emergency contact, and other vital information.

ROUTINE USE(S): Data is collected and entered into the school bus automated system for use by DoDEA personnel in providing transportation. Release of student information to non-DoDEA personnel is restricted to US Government personnel and other authorized individuals as approved by DoDEA.

## SECTION I -- STUDENT INFORMATION

<b>STUDENT FULL (LEGAL) NAME</b>	<b>STUDENT ESID</b> (provided by school registrar)	<b>DOB</b> DD/MM/YY	<b>GRADE</b>
LAST                      FIRST                      M.I.			

**SCHOOL : DARBY ELEMENTARY SCHOOL / SASEBO ELEMENTARY SCHOOL / EJ KING HIGH SCHOOL**

## SECTION II -- SPONSOR INFORMATION

<b>RANK / SPONSOR NAME (LAST, FIRST)</b>	<b>COMMAND/ORG/DEPT.</b>	<b>DUTY PHONE</b>	<b>HOME PHONE</b>
<b>SPOUSE NAME (LAST, FIRST)</b>	<b>QUARTERS ADDRESS</b>		<b>CELL PHONE (SPONSOR)</b>
			<b>CELL PHONE (SPOUSE)</b>
<b>ROTATION / DEROS (MM/YY)</b>	<b>MAILING ADDRESS</b>		
	<b>UNIT / PSC :</b>	<b>BOX :</b>	<b>FPO AP:</b>
<b>SPONSOR BUSINESS E-MAIL ADDRESS</b>		<b>SPONSOR/SPOUSE PERSONAL E-MAIL ADDRESS</b>	
<b>EMERGENCY CONTACT NAME (OTHER THAN PARENTS)</b>	<b>EMERGENCY HOME OR CELL PHONE</b>	<b>EMERGENCY DUTY PHONE</b>	

**Please initial each box :**

- I have been apprised of the school commuting area.
- I understand that if I chose to live outside the commuting area, I am responsible for transportation to nearest DoDEA school bus stop.
- I understand the student code and the consequences for misbehavior which could include suspension or revocation of bus privileges.
- I understand that all riders of DoDEA buses are subject to audio and video surveillance.

<b>SIGNATURE</b>	<b>DATE</b>

## SECTION III -- TO BE FILLED OUT BY SCHOOL REGISTRAR

<b>ORDERS / DoDEA FORM 600 ON FILE / VERIFIED</b>	<b>REGISTRAR'S SIGNATURE</b>	<b>DATE</b>
Y                      N		

## SECTION IV -- TO BE FILLED OUT BY SCHOOL BUS OFFICE PERSONNEL

<b>BUS#</b>	<b>BUS STOP</b>	<b>DATE</b>	<b>INITIALS</b>	<b>REMARKS</b>

**SPONSOR/PARENT/GUARDIAN ACKNOWLEDGEMENT OF  
BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

I, the DoDEA sponsor, acknowledge that I have received a School Bus Infractions and Recommended Consequences and the Behavior Standards for School Bus Students. I will explain school bus behavior standards and necessity for those standards to my students, and I will explain that I expect these school bus behavior standards to be followed.

If I am requested, I agree to serve as a school bus monitor or that I will be responsible for finding a person to serve as a monitor on my behalf should I be required to serve by the military commander.

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Signature of Sponsor/Parent/Guardian

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Date Signed



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

10 August 2018

**MEMORANDUM FOR SPONSORS, PARENTS AND GUARDIANS OF DODEA STUDENT  
SCHOOL BUS RIDERS**

**SUBJECT: Standards of Conduct for DoDEA School Buses**

This memorandum concerns the safety and well-being of our students as they ride our school buses this school year. Please take the time to read it carefully, sign, and return the attached Behavior Standards for School Bus Students and Sponsor/Parent/Guardian Acknowledgment.

Safe transportation of DoDEA students is the concern of DoDEA, sponsors/parents/guardians, and students. DoDEA contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. However, the safe operation of school buses also depends on student riders understanding and adhering to proper conduct.

Sponsors/parents/guardians share with their student(s) the responsibility for proper student behavior in DoDEA's schools and on DoDEA school buses. Attached is a copy of DoDEA's Behavior Standards for School Bus Students.

Sponsors/parents/guardians must ensure that their student(s) understand and follow these rules. In addition, student riders must understand that bus drivers are not to be distracted from safe driving by student misbehavior. Students must show respect for the bus drivers and follow the bus drivers' instructions.

As a sponsor/parent/guardian, you must agree in writing that you will ensure your child understands that riding the school bus is a privilege, and that ridership privileges may be revoked for a violation of school bus behavior rules. Also, you must agree to serve as a bus monitor when required by the military commander. Please sit down with your student, carefully discuss the attached rules, sign and return them to your student's or School Registrar or Transportation Office.

School bus transportation is a privilege that may be suspended or revoked. DoDEA will strictly enforce school bus rules. Students failing to comply with school bus rules may find their bus riding privileges suspended or revoked for the rest of the year. When this happens, sponsors/parents/guardians assume all responsibility for transporting student(s) to from school. Let us work together to make this school year safe.

*Eric L. Norman*

ERIC L. NORMAN  
Transportation Manager,  
DoDEA Pacific East

BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS  
AND SPONSOR/PARENT/GUARDIAN ACKNOWLEDGMENT

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the “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 demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver’s or monitor’s instructions.
11. Treat the bus and other private property with care.

ON OR 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 boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
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 bus driver.
15. Damage private property.
16. Sit in the bus driver’s seat, or touch bus operating devises or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

# SCHOOL BUS SAFETY CODE

DoDDS provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules will help to keep our busses safe and comfortable for everyone.

SCHOOL BUS INFRACTIONS AND RECOMMENDED CONSEQUENCES	BUS RIDING PRIVILEGES SUSPENDED FOR:				
	WARNING	5 SCHOOL DAYS	20 SCHOOL DAYS	30 SCHOOL DAYS	REMAINDER OF SCHOOL YEAR
<i>Number in columns designates the number of incidents.</i>					
<b>UNSAFE BEHAVIOR</b>					
FIGHTING, PUSHING, SHOVING OR TRIPPING	1	2		3	4
USE OR POSSESSION OF UNACCEPTABLE ITEMS IDENTIFIED IN THE SCHOOL CODE OF CONDUCT. (THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL CAMPUS.)	1	2	3		4
FAILURE TO HAVE BUS PASS IN POSSESSION	1	2	3		4
PUSHING WHILE BOARDING OR LEAVING THE BUS	1	2	3		4
GETTING ON OR OFF THE BUS WHILE BUS IS IN MOTION		1		2	3
NOT PROPERLY SEATED	1	2	3	4	5
MAKING EXCESSIVE NOISE OR PLAYING ELECTRONIC EQUIPMENT WITHOUT EARPHONES	1	2	3	4	5
PUTTING OBJECTS OUT OF THE BUS WINDOWS OR HANGING OUT OF WINDOW		1		2	3
ENGAGING IN HORSEPLAY	1	2	3	4	5
OBSTRUCTING AISLES, STEPS, OR SEATS	1	2	3	4	5
<b>INAPPROPRIATE BEHAVIOR</b>					
FAILURE TO REMAIN PROPERLY CLOTHED	1	2		3	4
PUBLIC DISPLAY OF AFFECTION	1	2			
EATING, DRINKING, OR LITTERING ON BUS	1	2		3	4
USING ABUSIVE/PROFANE LANGUAGE AND/OR GESTURES	1	2		3	4
SPITTING		1	2	3	4
HARASSING OR INTERFERING WITH OTHER STUDENTS	1	2		3	4
FAILURE TO COMPLY WITH BUS DRIVER'S INSTRUCTION	1	2	3	4	5
DISRESPECT, DISTRACTION, OR INTERFERENCE WITH DRIVER	1	2	3	4	5
<b>DESTRUCTIVE BEHAVIOR</b>					
DAMAGING PRIVATE PROPERTY (REQUIRES PAYMENT OF DAMAGES)		1		2	3
SITTING IN DRIVER'S SEAT OR TAMPERING WITH BUS CONTROLS		1			2
OPENING OR TRYING TO OPEN BUS DOOR		1			2
THROWING OR SHOOTING OBJECTS INSIDE OR OUT OF BUS		1	2	3	4
<b>PROHIBITED BEHAVIOR</b>					
TAMPERING WITH BUS CONTROLS OR EMERGENCY EQUIPMENT			1		2
<b>MISCELLANEOUS</b>					
INAPPROPRIATE BEHAVIOR	1	2	3	4	5

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct will 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 instance.



DoDEA-PACIFIC JAPAN DISTRICT  
SASEBO COMPLEX  
(STUDENT) TRANSPORTATION OFFICE  
PSC 485 BOX 95  
FPO AP 96321

TRANSPORTATION BRANCH

Revised 28 January 2019

MEMORANDUM FOR INCOMING SPONSORS

SUBJECT: SPONSOR'S ACKNOWLEDGEMENT OF THE OFF-BASE SCHOOL BUS COMMUTING AREA

REFERENCE: DoD Regulation 4500.36-R Chapter 6 Section 3

1. Welcome to Sasebo, a great place to raise your family! School bus transportation is provided to DoDEA schools within a limited area in close proximity to Sasebo CFAS Naval Base.
2. You are urged to verify a house's proximity to the commuting zone and bus stops BEFORE entering into any lease. Maps are available at the Housing Management Office. The Student Transportation Office is happy to advise you of bus stop options. Please call 252-8921 or email to [JapanTransportationSasebo@dodea.edu](mailto:JapanTransportationSasebo@dodea.edu) with the house number(s) which you are considering.
3. Established bus routes and stops are not changed to accommodate individual preferences. No transportation is provided to non-DoDEA schools.
4. The off-base commuting area is illustrated by the map on the reverse of this page. The commuting area is that area which is:
  - a. The community area has a border around it in bold lines
  - b. All the Cho's are listed in the community areas
  - c. Contact information is listed in the legend if you have any questions
5. Students residing within the zone may be obliged to walk up to 1 mile (elementary school) or 1.5 miles (middle and high school) to a bus stop.
6. You are required by the above cited regulation to certify the following statement. A copy of this certification will be kept on file at the Housing Referral Office and Student Transportation Office for the length of your tour and any extensions.
7. "I have been advised of the Sasebo area school bus commuting service area. I understand that if I obtain housing outside of the existing commuting area, then the transportation of my dependent children to school or to an existing bus stop within the commuting area is the sponsor's responsibility."

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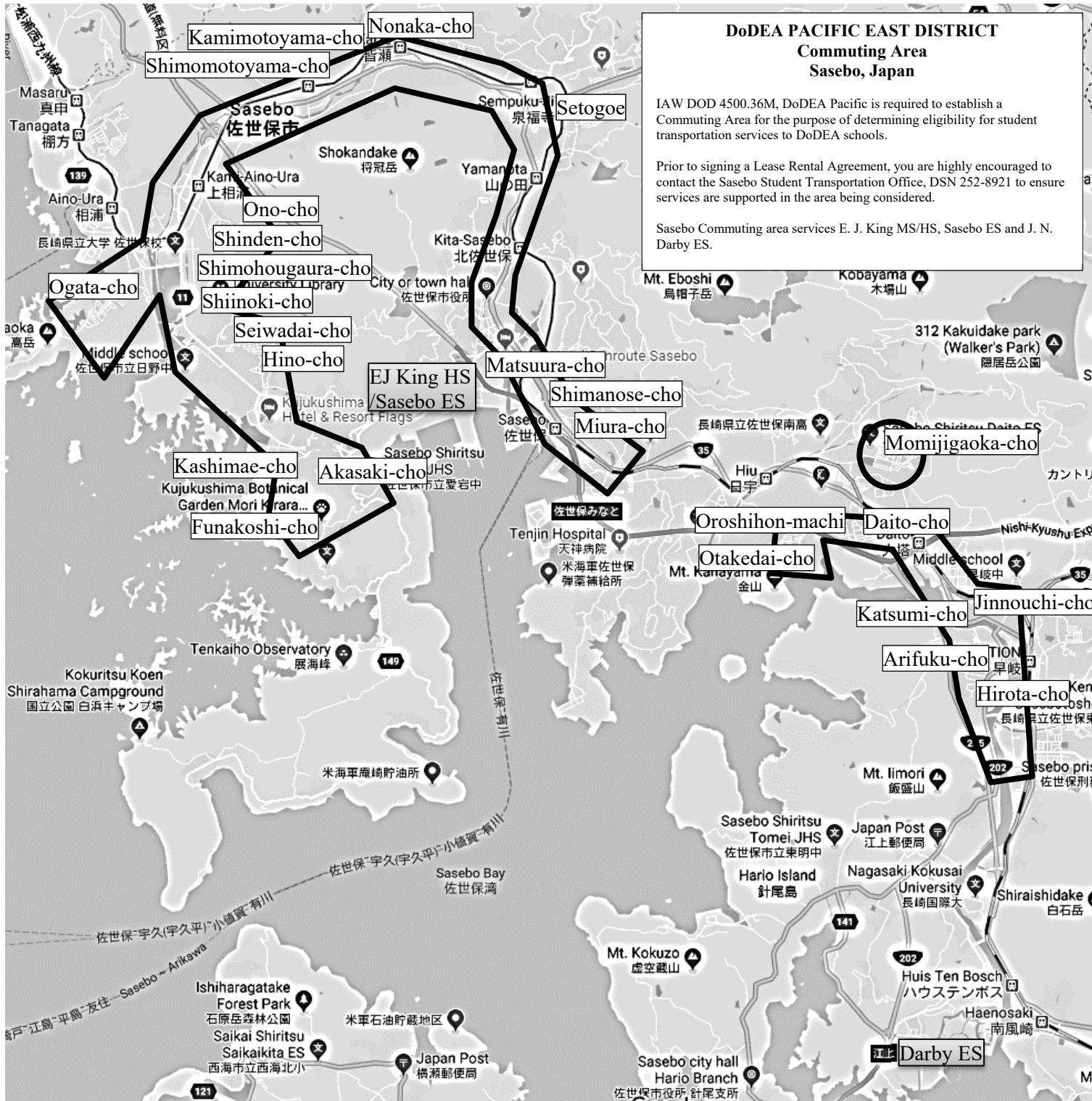
(Sponsor's Signature)

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(Date)

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(Sponsor's Printed Name)



**DoDEA PACIFIC EAST DISTRICT  
Commuting Area  
Sasebo, Japan**

IAW DOD 4500.36M, DoDEA Pacific is required to establish a Commuting Area for the purpose of determining eligibility for student transportation services to DoDEA schools.

Prior to signing a Lease Rental Agreement, you are highly encouraged to contact the Sasebo Student Transportation Office, DSN 252-8921 to ensure services are supported in the area being considered.

Sasebo Commuting area services E. J. King MS/HS, Sasebo ES and J. N. Darby ES.