



## SCHOOL TRANSPORTATION SERVICE FORM

ALIF Canada is pleased to provide a school transportation service for students to ensure a safe commute to and from school, for a fee. To register for school transportation service, please fill the form below and must be filled by the parent registering the student(s). All fields are mandatory.

SERVICE REQUIRED									
Does your child require a ride <b>to and from</b> the school? <input type="checkbox"/> Yes <input type="checkbox"/> No					Does your child require a ride <b>to school only</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Does your child require a ride <b>from school only</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No					Does more than one child require school transportation service? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Major Intersection									
STUDENT INFORMATION			Child(ren) lives with: <input type="checkbox"/> Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Legal Guardian* <i>*Please provide a copy of relevant custody papers.</i>						
1.	First Name				Last Name				
	Grade				<input type="checkbox"/> Male <input type="checkbox"/> Female				
2.	First Name				Last Name				
	Grade				<input type="checkbox"/> Male <input type="checkbox"/> Female				
3.	First Name				Last Name				
	Grade				<input type="checkbox"/> Male <input type="checkbox"/> Female				
4.	First Name				Last Name				
	Grade				<input type="checkbox"/> Male <input type="checkbox"/> Female				
PICK-UP ADDRESS									
Address						Apt. #		Buzzer #	
City, Province					Postal Code				
DROP-OFF ADDRESS									
Address						Apt. #		Buzzer #	
City, Province					Postal Code				
PARENT/GUARDIAN INFORMATION									
Full Name						Email Address			
Cell No.				Work No.   Ext					
AUTHORIZED PERSON INFORMATION (other than parent/guardian)					<i>During your absence, please provide names of two individuals (18 years or older) who will be responsible to pick-up and drop-off your child to and from the school vehicle.</i>				
1.	Last Name			First Name			Relationship to Student		
	Home No.			Cell No.					
SCHOOL TRANSPORTATION POLICY									
Riding on a school vehicle for transportation to and from school, is a privilege not a right. The school vehicle is an extension of the school and the school's policies and expectations and the expectations of the Code of Behaviour apply to each student when riding the school vehicle. Likewise, all disciplinary alternatives, including the suspension of students riding privileges, may apply to misbehaviour. The procedures that follows provide guidelines and expectations regarding student conduct on school vehicles.									
SCHOOL VEHICLE ZONE									
ALIF Canada has designated a specific area for the School Transportation Service to ensure safe pick-up and drop-off of students. Upon dismissal, all students must proceed towards the designated zone promptly and safely.									
PICK-UP & DROP-OFF									
1. At the time of pick-up, it is the parent's responsibility to be <b>waiting and supervising</b> with the child at the designated stop. It is essential that the student arrives 5 (five) minutes prior to the scheduled time.									



2. School vehicles may arrive late due to inclement weather or unexpected traffic conditions. It is **mandatory** that your child is accompanied to the designated stop by an adult to ensure that they have boarded and departed safely.
3. The school vehicle will wait no more than a minute during student pick-up. If the student misses their ride, it is the parent/guardian's responsibility to arrange transportation to the school and to notify the driver of the student's arrival.
4. At the time of drop-off, it is the parent's responsibility to receive the child from the designated stop. It is essential that the parent arrive 10 minutes prior to the scheduled time. Please note, delays may occur due to unforeseen conditions.
5. The Driver will wait 10 minutes after dismissal. If the student misses their ride, it is the parent/guardian's responsibility to arrange transportation before 4:00 p.m.
6. No changes will be made regarding specific pick-up/ drop-off locations and times without prior written request by a parent/guardian. All requests may take up to one week to be processed, with no guarantee of success.
7. In the event that the child is picked-up or dropped-off by your nominated individual, it is the parent/guardian's responsibility to inform the Driver and the school ahead of time to ensure the child's safety and avoid confusion.
8. If the student does not attend school for the day or if the student is picked up early from school, the parent/guardian must inform the Driver in addition to the school to avoid an unnecessary visit.

#### WHEN RIDING THE SCHOOL VEHICLE

1. Only registered students are permitted on the school vehicle. **Non-registered students must not board the vehicle unless the necessary documentation has been completed, submitted, and approved by the Management.**
2. Students must sit in their allotted seats, facing forward at all times. Standing is not permitted until the vehicle has reached its destination and has come to a complete stop. Backpacks and other belongings must be kept within the assigned seating area to ensure that the walking passage is not blocked.
3. Students are to sit where directed by the Driver and to remain seated until the end of the trip. Students must follow the same seating arrangements unless notified or changed by the Driver. The School/Driver reserves the right to alter the seating arrangement as required.
4. All students must conduct themselves so as not to endanger the safety or comfort of self or others. Thus, shoving or pushing is not permitted while boarding and riding the school vehicle.
5. The Driver is in charge of the school vehicle and all passengers therefore, students are to obey the directions of the Driver at all times while in their charge.
6. Littering or depositing garbage is not permitted. Additionally, students must refrain from eating and drinking in the school vehicle to maintain cleanliness unless permission is granted by the Driver.
7. Students will be held responsible for any damage to the school vehicle as a result of vandalism or inappropriate behaviour and will result in severe consequences for the student. Such consequences include expulsion from riding the school vehicle.
8. Any items that may be of hazard must not be carried onto the school vehicle.
9. Students must not disturb the Driver unless there is an emergency. Yelling, talking loudly and unauthorized movements may distract the Driver. To ensure safety, it is crucial that students not use abusive or intimidating language. Acts of ethnic insults will not be tolerated and will be reported to school authorities immediately.
10. If the school vehicle is immobilized for any reason, all students must remain at the scene until alternate transportation is provided.

ALIF Canada has zero tolerance for any discriminative behaviour. Such behaviour should be reported immediately to either the homeroom teacher or the main office.

#### VIOLATION OF SCHOOL VEHICLE RULES

The following procedures will be followed in the case of a rule violation:

1. A verbal warning will be given by the Driver on first incident.
2. Upon the second occurrence of a violation, the Driver will report the incident to the school authorities. The parents will be called in for an interview to discuss the issue. Until the said interview, the student will not be allowed to ride the school vehicle. There will be no adjustment to the fees.
3. If the behaviour persists, the school authorities will conduct a face-to-face interview with the parents and disciplinary proceedings will commence as per school policy.

#### ACKNOWLEDGEMENT

The Driver is responsible for providing a safe service. As a result, if a student's conduct, endangers the safety of himself/herself and others riding the school vehicle, the Driver is obliged to warn the student of their unacceptable behaviour. As the parent/guardian, should you have any issues regarding the conduct of the Driver, kindly contact ALIF Canada's main office. Please do not discuss any concerns with the Driver to avoid further complications.

It is the parent/guardian's responsibility to ensure that their child understands and complies with the standards and guidelines listed above at all times. However, if your child fails to adhere to the rules and regulations, disciplinary action will be taken against the child.

Initials:

I have read and agree with the School Transportation Policy and accept the expectations as a condition for school transportation service. I hereby acknowledge and agree to hold ALIF Canada harmless should illness, accident or death occur. ALIF Canada will not be held responsible for any loss or damages expense or inconvenience caused by delayed or cancelled transportation services, changes of schedule or any conditions beyond the control of the School. I have carefully read and understand that I am releasing certain legal rights that I may have.

\_\_\_\_\_  
Name of Parent/Guardian

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

\_\_\_\_\_  
Date (YYYY/MM/DD)

#### OFFICE USE ONLY

Driver's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_