



**TRANSPORTATION REQUEST & EMERGENCY CONTACT FORM – School Year \_\_\_\_\_**

\*In accordance with OAC 3301-83-08 (C) (16), it is required for each student to have a completed emergency contact form. Without this form, no student will be permitted to ride a school bus. In the event you move, a new form will need completed before any request will be processed. This will also serve as the initial transportation request, which will need to be completed and returned to TPS Transportation.

*(Incomplete/non-legible forms will not be accepted)*

**STUDENT INFORMATION & EMERGENCY CONTACTS (PLEASE PRINT & COMPLETE FORM IN ITS ENTIRETY)**

**(NOTE: Only 1 student name per form. Forms containing more than 1 student name will be returned for correction)**

School of Attendance: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Home#: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

**(Must list 2 Emergency Contacts OTHER than parent/guardian listed above)**

Emergency Contact 1 (Name) \_\_\_\_\_ Relation to student: \_\_\_\_\_ Phone#: \_\_\_\_\_

Emergency Contact 2 (Name) \_\_\_\_\_ Relation to student: \_\_\_\_\_ Phone#: \_\_\_\_\_

Please list any medical conditions, current medications or serious allergies transportation needs to be aware of \_\_\_\_\_

**INFORMATION NEEDED FOR BUS STOP ASSIGNMENT (PLEASE PRINT)**

What transportation is needed? (indicate with "X") **Both AM & PM** \_\_\_\_\_ **AM ONLY** \_\_\_\_\_ **PM ONLY** \_\_\_\_\_

**TRANSPORTATION ADDRESS:** \_\_\_\_\_

\*The address you listed may not be the actual stop. Student(s) may be assigned to the nearest existing stop. If either of the addresses are a daycare, please list the name of the daycare and telephone number next to the address.

(YES or NO) \_\_\_\_\_ (Initial Only) In the event of an emergency, I agree for my child to be treated by emergency medical personnel.

(YES or NO) \_\_\_\_\_ (Initial Only) I was provided *Bus Rules and Eating & Drinking* notices to go over with my student.

(YES or NO) \_\_\_\_\_ (Initial Only) I authorize my kindergarten/1<sup>st</sup> grade student to be released by bus driver without a parent, guardian or other family member present and will not hold **Trinity Transportation** or any of their employees of any liabilities that may occur after my student has been released. *(It is the parent's responsibility to be present for the dismissal of their student and not a requirement by Ohio State law. However, this is a service we provide to ensure the safety of your kindergarten/1<sup>st</sup> grade student only, unless authorized by a parent/guardian. Any student that is 2<sup>nd</sup> grade and above may be released).*

\*Signature: \_\_\_\_\_ Date \_\_\_\_\_

TOLEDO PUBLIC SCHOOLS  
TRANSPORTATION DEPARTMENT  
5600 HILL AVE.  
TOLEDO, OH 43615

PHONE NUMBER: 419-671-8541  
FAX NUMBER: 419-671-8553  
EMAIL ADDRESS: TRANSPORTATIONREQUEST@TPS.ORG

**OFFICE USE ONLY**

STUDENT # \_\_\_\_\_  
DISTANCE \_\_\_\_\_

DATE \_\_\_\_\_



---

# SCHOOL BUS RULES

School buses are extensions of the school, and the same rules and expected behavior apply while riding. The following bus rules are for the safety of all passengers, and to help ensure the driver can concentrate on his or her responsibilities.

- ✓ **Follow directions** given by your Bus Driver and Bus Attendant.
- ✓ **Use quiet voices:** No yelling or screaming.
- ✓ Must always be **quiet at all railroad crossings.**
- ✓ **Profanity and inappropriate gestures or threats** will not be tolerated.
- ✓ **Instigating or bullying** will also not be tolerated.
- ✓ **Stay in your seat** at all times, no standing or switching seats unless you're instructed.
- ✓ Keep **aisle way clear** at all times.
- ✓ **Do not throw objects** inside or out of the bus.
- ✓ **No horseplay or fighting** and **no weapons** are permitted.
- ✓ **Flashlights or laser pointers** are not permitted.
- ✓ **No eating or drinking** on the bus – choking hazard.
- ✓ Enter and Exit the bus in a **single file line** – no pushing or shoving.
- ✓ **Keep all body parts inside** the bus at all times. No screaming or hanging out of the windows.
- ✓ **No playing music.**
- ✓ Cell phones should be put away while on the bus. **Personal electronic device recording is not allowed on the bus at any time.**
- ✓ **Destruction of property** (including the bus and seats) **is strictly prohibited**, and parents can be held responsible for the cost of repairs.
- ✓ Personal belongings should always be **put away and kept safe.**
- ✓ **Be respectful of one another.**

**Camera Notice:** *For the safety of our passengers, all buses are equipped with a camera system that continuously records the video and audio of all activities on the bus.*

If these rules are not followed, a student will be subject to bus conduct write ups, and continued discipline problems can lead to suspension from all buses for a period of time based on school/Trinity policy. Safety is the most important priority and following these rules help keep all students safe while on the school bus.

---

4624 13<sup>th</sup> Street, Wyandotte, MI 48192 | p. (734) 284-9229 | f. (734) 284-8418 | [TrinityTransportation.com](http://TrinityTransportation.com)

---



**national express**

**Ohio** | Department of Education

