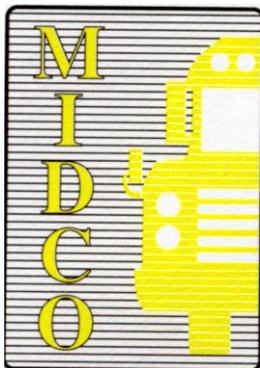


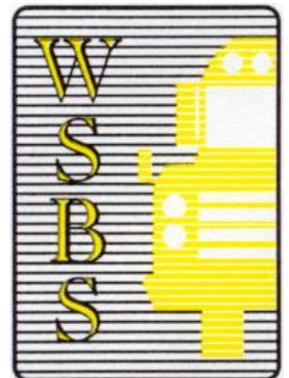
SPECIAL NEEDS TRANSPORTATION HANDBOOK



“Safely Transporting America’s Future”



Mid Columbia
Bus Company
&
Western States
Bus Services



SPECIAL NEEDS HANDBOOK

The purpose of this handbook is to provide parents, drivers, attendants, and school personnel with a source of information, which will address issues, parental, and school district responsibilities with regards to Special Needs Transportation. A complete guideline of transporting special needs children is much broader than we can include in the manual. This book will share with our student's parents, staff and caregivers the most important respect to transporting our special needs students. It is not intended to be all-inclusive.

Least Restrictive Environment Requirement

In compliance with Federal, State, and District guidelines concerning the education of all students with disabilities/special needs, students are assigned to bussing in accordance with the ***least restrictive environment requirements***.

Transportation, as a related service, will ensure that special needs students will be transported with their non-disabled peers to the maximum extent appropriate. Alternative placement will occur only when the nature or severity of the disability is such that even with accommodations, the needs of the individual child cannot be met as directed by the IEP, Behavior Plan, or 504 plan process.

We utilize two types of buses; wheelchair lift-equipment buses and conventional buses. We do not have special education buses, but regular buses which accommodate students with special needs. Any school bus or school bus route may be designed, equipped or modified for special accommodations.

In conclusion, our overall goal is to provide safe, efficient, and economical transportation for all students together on one school bus, when possible. The safe and efficient transportation of your child is dependent upon the combined effort of the school staff, the transportation staff, special education department, and the parent or guardian. The following text outlines some of the most imperative responsibilities of those persons involved in the safe transportation of your child. Should you have questions that are not addressed in this handbook, please feel to contact:

Points of Contact

Banks School District: 503-324-8591
Shelley Mitchell, Director of Student Services 503-324-5151

Mid Columbia Bus Company, Inc.: 503-324-2736
Julia Hannah, Location Manager

RESPONSIBILITIES

Parent Responsibilities

Each parent whose child is to be transported by any agent (s) employed by Banks School District shall have the following responsibilities:

- **What Information do I need to provide the school?**

Provide the school current and updated information.

- ✓ Student name
- ✓ Current home address and phone number
- ✓ Pick-up and drop off location/phone numbers.
- ✓ Emergency contact names and phone numbers.
- ✓ Medical conditions that need special care.

Failure to provide the correct and updated information could result in your child not riding the bus

- **Does my child have a medical condition that requires special care on the bus?**

Provide the school and Transportation Office any updated medical or emergency information which may affect the student's safety or health while riding the bus.

- **When does my child have to be at the bus stop?**

Make sure that the student is at the pick up location at the scheduled time. Buses are scheduled to arrive within a few minutes of the designed time every day. The bus driver will wait only two (2) minutes past the scheduled pick-up time for a tardy student. Any delay past the two (2) minutes causes safety concerns and late pickups for the rest of the student on that route.

- **Do I have to be at the bus stop when my child is dropped off?**

Yes, if your child is kindergarten, preschool, or has a Special IEP, Behavior Plan or 504 Plan, it is a requirement.

Make sure there is an authorized person waiting for the student in the afternoon or return trip from school. If no authorized person is present to meet the student the student will be returned to the school where the parent can pick them up.

- ✓ *You must meet your child at the bus stop*
- ✓ *You must write a note to allow another adult to meet your child.*
- ✓ *Write the name and phone number of the person you want to meet your child on the note.*
- ✓ *Sign your name on the note and give to note to the bus driver.*

The location and those people authorized to receive the child must not be changed after the initial submission of the Student Information Form, unless there is a change submitted to the transportation office on a new form. Preschool, kindergarten, and students with a specific IEP, Behavior Plan or 504

Plan requirements must have an authorized person visible and ready to receive the child at the end of the school day. If there is not an authorized person to receive the child, the student will be returned to the school for the parent/guardian to pick up. Any repetition of not having a visible authorized person to receive the child will result in notifying the school and a conference with the parent and/or guardian.

- **What do I do if my child is not riding the bus today?**

- ✓ **Call the bus barn or terminal – 503-324-2736**

Call the transportation office prior to 6:00 am if the student is not going to ride that day. This will promote the efficient and timely utilization of transportation resources. Failure to do so may result in a requirement for the parent/student to call transportation prior to 6:30 am on a daily bases to request transportation service. If a student is ill, or will not be riding the bus for more than two (2) days, the driver will not return to pick up the child until the responsible adult calls the transportation office and advises that the child is to resume transportation to school.

- **Can I send my child's medicine on the bus? The answer is yes.**

All medications on the school bus must be:

- ✓ **Clearly marked with the child's name**
- ✓ **Sealed in an envelope.**
- ✓ **Write the students name on the envelope.**
- ✓ **Give the envelope to the bus driver to hold.**

Failure to do so will result in the medication not being allowed on the bus.

- **What if we move or I want to change my child's bus stop?**

It is the responsibility of the parent or guardian to inform the transportation office, and the school administrator, of ANY change of address or phone numbers as soon as the information is available. If this address change requires adjusting bus transportation route, a maximum of five (5) working days may be needed to establish the new route and stop times. The Transportation Office or bus driver will make phone notifications to the parent or guardian of the beginning date of the change.

- **How do I ask for a change in my child's bus service?**

Utilize the IEP, Behavior Plan and the 504 Plan process when requesting changes to the student's transportation service.

Student Responsibilities

It shall be the responsibility of each student to:

- Obey and follow all bus rules.
- Respect the rights of the other students and passengers on the bus.
- Be waiting safely off the roadway when the bus arrives for pickup.
- Communicate to the bus driver/attendant any concerns or problems they may be experiencing on the school bus.

Bus Driver and Bus Attendant Responsibilities

The bus driver and bus attendant will be responsible for:

- Bus attendants are only required if specifically listed on an individual student's IEP, Behavior Plan or 504 Plan.
- Notifying the parent/guardian of the driver and attendants' names, the appropriate bus information (i.e. bus number), pick-up and drop off times and locations.
- Will not change/alter route without authorization from dispatch unless an emergency exists.
- Be consistent on pick-up and drop-off times. The driver is required by the transportation office, to wait a maximum of two (2) minute for any student at the appropriate pick-up location. If that student is not exiting the home at the end of the two (2) minutes, the bus will continue on its route. This procedure must be adhered to very strictly because of the number of students that are transported within a fixed period of time. If the driver arrives ahead of the scheduled time, the driver will be expected to wait until the scheduled pick-up time for that student. If the student is not visible to the driver at the scheduled pick-up time, the driver will proceed to the next stop.
- Perform a pre-trip safety inspection of bus and check for all the appropriate safety devices including all restraint systems. Be prepared to provide appropriate first aid by checking and restocking the first aid equipment provided on the school bus.
- Display appropriate patience, care and concern with each individual student and parent or guardian. Promise and enforce appropriate student conduct per district/company adopted bus rules. The bus attendant shall be positioned inside the bus to best assist with the needs of the designated student. The attendant will be expected to work with the child, on an as needed basis, and may assist the driver in securing the student in his or her appropriate seat or location on the bus.
- Establish and maintain an emergency evacuation plan, listing each passenger and their assigned seat. A route book must be kept on the bus for substitute drivers and emergency personnel that will easily identify each student and will have the accompanying emergency information on each student
- Be prepared to effectively and safely evacuate the bus in the event of an emergency
- Ensure the privacy and confidentiality of those students that they are responsible for on a daily basis.
- Maintain an up to date Emergency Student Information Sheet on each student. These should be updated as immediately as changes arise. A copy of this information is to be submitted to the transportation dispatcher who will maintain a duplicate file.
- Submit BUS REFERRAL REPORTS to the Transportation Office when a behavior problem occurs on the bus. This referral report is to be turned into the transportation office before the routes begin the next morning after the incident occurs.
- Inspect and ensure CSRS'S (child safety restraint system) are serviceable and properly fit the individual student.
- Submit a written report to the transportation office on any changes in student behavior that the driver may observe with regards to the student's home conditions or their physical condition that may be of concern.

- Assist students on and off the bus with the help of the parent or guardian as required by the individual education/transportation plan. Students shall not be carried on/off buses.
- Parents are not allowed to operate a wheelchair lift.
- Drivers/attendants shall only utilize MIDCO restraint systems. Additionally, restraint systems are not to be loaned to other individuals.

School Responsibilities:

It shall be the responsibility of the school to:

- Work with the Student Services Office, the parent, and the transportation office in the formulation of an Admission, Review and Dismissal Committee (ARD) decision and the completion of an Individualized Education Program, Behavior Plan and 504 Plan. Upon completion of the student IEP, Behavior Plan or 504 Plan the Student Services Office will submit a request for transportation to the Transportation Office.
- Involve all the IEP, Behavior/ 504 Plan team members, including transportation, if applicable, in any special arrangements or changes that may be necessary throughout the school year.
- Submit timely and accurate updates to the Transportation Office at the end of each school year to assist in routing and scheduling for the next school year.
- Update the student information contained on the Special Education Transportation Form when any changes occur. If pick-up / drop off location changes, the appropriate Special Education Transportation Form must be submitted to MIDCO's Transportation Office.
- Assure that all students are ready for dismissal at the time that has been established by the appropriate school administrator and MIDCO Location Manager. If ANY changes occur because of a parent conference, or student behavior, this MUST be a part or an addendum to the original IEP, Behavior Plan or 504 Plan transportation request as set forth.
- When required, meet and escort students at the bus upon arrival at school and to the bus at the end of the school day.
- If there is not an authorized person to receive a special education student during the school day at the designated drop off location, the student will be returned to the school for the school staff to contact a responsible adult to come to the school for the child.
- After normal school hours, the student will be returned to the transportation office that will then contact a parent/guardian. If the parent cannot be contacted, the student will be taken to the police department or Washington County Services to Children and Families (SCF).
- If a student has been suspended from school it is the teacher or school administrator's responsibility to advise the Transportation Office that this student will not be riding to and from school until the return date.
- If a parent or guardian contacts the school to notify the teacher that a student will not be attending school for any reason, the parent should be instructed that they must inform the Transportation Office prior to 6:00 am on the first morning of the absence. The person at the school that receives the message

should contact the Transportation Office and make the notification for the next day to prevent a driver from going to pick up the student unnecessarily.

- Notify parent/guardian of any schedule changes that may affect pupil transportation (i.e. dismissals, inclement weather, school calendars, etc.)
- Refer all requests from parents or guardians involving alternate transportation arrangement to the MIDCO Location Managers.
- The school principal or his/her designee and the MIDCO Location Manger are responsible for the disciplinary consequences as a result of inappropriate student behavior.

Office of Student Services Responsibilities

It shall be the responsibility of the Student Services Office and/or each school's Special Education Department to:

- Assist the transportation office in getting all appropriate updates from schools at the end of the school year.
- Notify transportation and instruct all special education teachers, instructional aides, and school personnel with regards to the importance of informing both the Special Education Office and the MIDCO Location Manager of ANY change in student status or transportation arrangement.
- Involve MIDCO'S Location Manager in IEP conferences as needed.
- Maintain accurate records of those Special Education, Behavior Plan or 504 Plan students who are transported.
- Consult with the MIDCO Location Manager of any impending changes or new programs for which transportation must be provided prior to the implementation of transportation.
- Establish a procedure for school personnel to request/utilize/drive school owned vehicles.

Transportation Office Responsibilities

It shall be the responsibility of the Transportation Office to:

- Assign each eligible student to a bus or appropriate means of transportation in accordance with the IEP, Behavior Plan or 504 Plan. No one may assign a student to a bus without the appropriate documentation from the MIDCO Location Manager.
- Determine all bus stop locations with regard to the individual student's IEP, Behavior Plan or 504 Plan in accordance with the least restrictive environment guidelines.
- Route, schedule and dispatch buses. The routing and scheduling plan will ensure the safest and most efficient use of the vehicle. After the initial bus assignments are made, any changes may require up to a minimum of five (5) working days to establish any pick-up / drop off changes and provide notification to parents and district staff.
- Address concerns from parents, school administrators, drivers, attendants and the motoring public with regards to transportation.

- Provide appropriate training and screening for bus drivers and attendants.
- Ensure compliance with transportation procedures, rules and regulations.
- Maintain and equip all buses in accordance with all state, federal, and local statutes and regulations.
- Provide appropriate CSRS'S as per the IEP, Behavior Plan, or 504 Plan and statutes. This may include safety vest, wheelchairs, integrated child restraint bus seats, car seats, and tie down straps.

School Nurse/Individual School Responsibilities

- Maintain a current and updated medical alert lists for all students. Provide changes to MIDCO's Location Manager in a timely manner.
- Provide the Location Manager with any necessary Emergency Medical Protocols for medically fragile students prior to the initiation of transportation services.

PROCEDURES

The following procedures were established by the Pupil Transportation Office to facilitate safe and efficient transportation for Special Education, Behavior and 504 Plan students. On occasion, the Pupil Transportation Office receives requests from parents to deviate from these procedures. The Pupil Transportation Office in conjunction/approval from the Student Services Program Director, reserves the right to authorize or deny deviations from these procedures based on the need to provide an acceptable level of safety for all students on the bus and an acceptable level of service for those entitled to special education transportation. **PERMANENT CHANGES NEED TO OCCUR UTILIZING THE IEP/BEHAVIOR PLAN OR 504 PLANS.**

Pick-up / Drop Off

Under most conditions, the transportation provides service for students at the closest previously established regular bus stop to the student's residence and in accordance with the IEP's, Behavior Plan or 504 Plan. The following are some of the exceptions to this procedure:

- The pick-up and drop-off locations for ambulatory students may be altered depending on the safe access ability to the bus.
- During inclement weather/road conditions (dead end roadways, dirt or gravel roadways, steep roads, poor driving roadway conditions, or narrow roadways) it may be necessary to place the pick-up/drop-off site at a safe location, which may be away from the home or daycare. Every effort will be made to locate the stop as close as possible to the home or daycare. When an escort is required, it will be the responsibility of the parent or their designee to escort the student to or from the pick-up/drop-off location. The bus driver or attendants are not responsible to escort the student to and from the stop.
- Students shall not be carried on or off a bus.

Private Driveways and Parking Lots

MIDCO buses do not drive onto or over private driveways/private property in the course of providing transportation services. This practice may be altered, upon approval in accordance with the Individual Education Plan/Behavior Plan or 504 Plan based on the child's needs.

Normally, buses do not drive into condominium and apartment complex locations. However, accommodations may be made based on the individual student's needs and the IEP/Behavior, 504 Plan consideration may be given to alternate stops if arrangements/approval is obtained from both the MIDCO Location Manager and the Property Owner.

Alternate Drop Off Locations

Drivers are permitted to release students only at the school or designated drop-off. When there is no authorized person to accept the student at the designated drop-off at the stop time, the following steps will be taken:

- If there is no authorized person to receive the student at the drop-off during normal school hours, the driver will return to the school at the end of their route and leave the student with a responsible staff member. During non-school hours, the driver will return the student to the Transportation Office. The driver will then wait with the student until a parent or authorized designee picks them up.
- If this occurrence happens three (3) times there will be a suspension of transportation services pending a conference with the parent or guardian.

LOADING/UNLOADING

At the Pick-Up / Drop-Off Location

It is the responsibility of the driver and the attendant to assure that the bus is properly equipped and ready to receive a student. At the time of pick-up, the driver and attendant are responsible to ensure that all necessary equipment and assistive devices are on hand to receive the student. At the time of drop-off, the driver and attendant are responsible to assure that the child is properly prepared to be released from the bus and to monitor the child's safe entry and dismissal from the bus. Parents and childcare providers are strongly encouraged to communicate to the bus driver and attendant any information about the student that would help facilitate safe loading and unloading. Parents and childcare providers should be careful not to interfere with the driver or the attendant while they are performing their duties, but rather, should call the Transportation Office with requests.

Parents and guardians should not send students to the bus with food or drink to be consumed on the bus. Such items should be properly stored in a backpack.

At the School

Prior to the beginning of school the appropriate school administrator and the MIDCO Location Manager will determine a specific location at each school for loading and unloading students. This will include both regular transportation and those points necessary for field trips.

When it facilitates a smoother transition to and from the bus at school, school personnel are encouraged to help load and unload ambulatory students from seats equipped with any of restraint devices. However, it is the bus driver and bus attendant (if applicable) who shall ensure the proper loading, unloading and use of restraint system for all students.

Bus Evacuation Plan

All Special Education/Behavior/504 students are expected to participate in the bus evacuation drills conducted each fall and spring. Drivers that transport ambulatory or students with orthopedic impairments are expected to maintain an up-to-date bus evacuation plan.

The plan should contain the following:

The exact roles of the driver and attendants during an evacuation:

- Identification of children who have special medical conditions, such as the Medically Fragile or Technology-Assisted Students, that needs to be considered in planning for an evacuation.
- Determination of whether or not students should be removed from their wheelchairs during an evacuation.
- Seating location and photographs (parents approval for photograph is required) for all passengers on the route.
- Brief description of the physical disability of each passenger. This information should be on each Student's Information form that is submitted to the transportation office. Treat all student information with confidentiality.
- Exact location of every emergency exit on the regular bus used on the route.
- Exact location of emergency equipment on the bus-fire extinguisher, first aid kit, student emergency information folder, emergency kits, seat belt cutter, etc.

STUDENT BEHAVIOR

It is the responsibility of MIDCO to provide safe transportation for students who ride school buses to and from school and on school related trips. Therefore, in an effort to keep the driver focused on driving the vehicle, there is always to be a school representative, staff member, or an instructional aide on board ALL field or extracurricular trip buses. During the to and from school transportation, the bus driver and attendant (if required) will be responsible for ensuring the students behave in a safe and responsible manner.

The driver and or the attendant (if required) at the end of the route or field trip must report any behavior that would interfere with the safe transportation of students. This policy applies to all students, public and non-public for whom bus transportation is provided by MIDCO.

These procedures outlined in the policy are applicable to Special Education, Behavior, and 504 students. Specifically, drivers and attendants are to use the Bus Referral Report to refer inappropriate behavior to school administrators and parents. The Transportation Location Manager, administrators, and bus drivers should follow a progressive intervention process in accordance with district practices.

Dangerous Behavior on the Bus

The following are MIDCO guidelines for bus driver responding to unsafe behavior of the bus:

- Any unsafe behavior should be reported to the Transportation Office and school administrator immediately. A Bus Referral Report will be completed and turned in to the transportation office prior to route beginning the following morning. The transportation Location Manager will coordinate consequences with building principals. When the behavior of a student on a special education bus poses a potential danger to others on the bus, the driver should immediately find a safe place to pull out of the traffic, stop the vehicle and if possible, immediately correct the situation and/or call the transportation dispatcher.
- When the behavior of a student on a special education bus poses imminent serious danger to the student and/or others on the bus, the driver has the responsibility to contact the Transportation Office Dispatcher and request immediate administrative support.

- The school administrator or transportation representative will immediately go to the location of the bus and the student will be removed to another vehicle and taken directly home or to the caregiver or to the school. In the event of the bus not having any other students on board, or the bus being in close proximity to the student's school, the student will immediately be returned to school and released to the appropriate administrator. The parent or guardian will then be responsible for coming to the school and transporting the student home. In the event of extreme behavior, emergency personnel will be called.
- If there is intent on behalf of the student to continue the disruptive and dangerous behavior, that student will be suspended from riding the bus until a parent conference can be held.

Restraint Devices

The use of car seats, booster seats, and other restraint systems are not required by law on larger type (C and D) school buses. However, it is MIDCO's practice to provide child safety restraint systems on buses for preschool age children who are with the specific height/weight limits of the particular restraint system. Additionally, restraint systems shall be utilized as dictated by Individual Education/Behavior/504 Plans.

Smaller children can be comfortably and securely restrained in conventional car seats and booster seats. Boosters can only be utilized in vehicles equipped with both a lap and shoulder safety strap. Many larger children with disabilities that affect their ability to sit upright without support can use regular restraint belts or safety vests in school buses.

The following guidelines are generally used to determine the appropriate seat to use for each student.

- Infants who are less than one year old and weigh less than 20 pounds should be in a rear facing infant car seat.
- Toddlers who weigh from 20 to 40 pounds and are 26"-40" in height should ride in a forward-facing car seat.
- Forward facing booster seats may only be used provided the vehicle has both a lap and shoulder belt.

Safety Vests & Truck Support Vests

These restraint devices may only be used at the direction of the Transportation Office after consultation with the school staff and parents.

A safety vest is designed for students with truck support needs and/or behavioral or emotional disabilities who need to be restrained while on the bus. The safety vest is equipped with a zipper in the back that, when properly attached, is not accessible to the student. The safety vest is attached with a strap mounted to the bus seat. The strap stays on the bus and the safety vest is hooked to the strap by way of four (4) mounting rings.

A trunk support vest is designed for physically handicapped students that need trunk support in order to sit on the bus. The vest fastens over the shoulders, around the torso and under the crotch. Like the safety vest, the trunk support vest is attached with a strap mounted to the bus seat.

THE ENTIRE SEAT DIRECTLY BEHIND ANY CSRS MUST BE UNOCCUPIED OR HAVE RESTRAINED OCCUPANTS.

ADDUNDUM
Glossary of Terms

Adaptive Device: Any item or piece of equipment used to increase, maintain, or improve functional capabilities of children with disabilities, also know as assistive technology device.

Ambulatory: A student having the ability to walk

Assistive Device: See adaptive device.

Attendant: A person assigned to assist one or more individual student/s with disabilities on a school bus or school vehicle. Also know as aide or monitor.

ARD: Admission, Review & Dismissal Committee.

Assessment Team: A group of persons, including the parent or guardians of a student with disabilities, who develop a profile of the student in terms of his or her mental and physical functioning in order to determine the student's eligibility for special education.

Bus Referral Report: See Bus Conduct Referral

Child Safety Restraint System: A term for one or more devices intended to secure and protect a passenger with or without a mobility aid in a vehicle, including seat belts, occupant restraints, child safety seats, safety vest, etc.

CSRS: Child Safety Restraint System. Examples are: safety vests, wheelchairs, integrated child restraint bus seats, car seats, and time down straps.

Dispatch: To relay service instructions to drivers.

Emergency Information Sheet: A detailed form identifying contacts and procedure in the case of an emergency.

IDEA: The Individuals with Disabilities Education Act.

IEP: Individualized Education Program. A plan including information for each child with disabilities required under P.L. 101-476 (Part B)

Inclement Weather: Weather Conditions that are unusual (storm)

Least Restrictive Environment (LRE): A concept embodied in IDEA which requires that children with disabilities be integrated as fully as possible into situations and settings with their nondisabled peers.

Medically Fragile: Refers to students who require specialized technological health care procedures for life support and/or health support.

MIDCO: Mid Columbia Bus Company, Inc.

Orthopedic Impairments: An injury or deformity to the bones, joints, and/or muscles which reduces the ability to walk.

Restraint Systems: See Child Safety Restraint System.

School Bus: A bus owned, leased, contracted or operated by a school or school district and regularly used to transport students to and from school or school related activities, but not including a charter bus or transit bus. Must meet all applicable FMVSS, and is readily identified by alternately flashing lights, National School Bus Yellow paint, and legend School Bus.

The following is a brief, not-inclusive explanation of bus types:

Type A: GVW Rating of 10,001 pounds or more

Type A1: GVW Rating between 10,000 and 15,000 pounds and a passenger capacity not to exceed 30

Type B: GVW Rating of more than 10,000 pounds, but less than 16,000 pounds. Most the engine is beneath and or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

Type C: GVW Rating of more than 10,000 pounds. All or part of the engine is in front of the windshield and the entrance to the door is behind the front wheels. Also known as a conventional school bus.

Type D: GVW Rating of more than 10,000 pounds. The engine is mounted in the front behind the windshield, midship, or rear. The entrance door is a head of the front wheels. Also now as a transit-style school bus.

Special Education: Specially designed instruction to meet the unique needs of a child with disabilities.

Special Education Transportation Form: A form utilized to identify specific transportation requirements to meet the unique needs of a child with disabilities.

Student Information Form: An enrollment form for transportation identifying all pertinent information including addresses, phone numbers, and emergency contacts.

**STATEMENT OF UNDERSTANDING AND ACCEPTANCE OF
SPECIAL NEEDS HANDBOOK**

The goal of this book is to provide parents, guardians, drivers, attendants, and school personnel with a source of information that addresses issues, parental, transportation, and school district responsibilities with regards to Special Need Transportation.

The safe and efficient transportation of your child is dependent upon the combined effort of the school staff, the transportation staff, Special Education Department, and the parent or guardian.

I understand the importance of my being aware of several important guidelines for special transportation. By signing this form, I acknowledge receipt of the Special Needs Transportation Handbook and my important role for the success of my student.

Contact phone numbers are:

**Banks School District
Student Services Office
503-324-5151
Main District Office
503-324-8591**

**Mid Columbia Bus Company, Inc
503-324-2736**

Student's name: _____

Signature of Parent/Guardians:

Date: _____