

**TRANSPORTATION
POLICIES AND PROCEDURES
REVISED 6/18**

1. In order to ride the bus, you must be placed on the route 24 hours in advance.
2. If you will not be riding on a regular basis, please let the driver(s) know as soon as possible by calling **706/965-8275 (press 6)**.
3. **“1 strike, you’re out” policy.** If you fail to notify the driver that you will not be attending, and the bus comes to pick you up, you will be given a “strike”. If you get a strike, you are “out” and will no longer be allowed to ride the bus. Likewise, if you are scheduled to ride the bus home and fail to notify the driver that you will not need a ride home, you will get a strike. No exceptions will be made to any of these rules.

To avoid getting a strike when you do not plan to ride, you may contact the bus driver at **706/965-8275 (press 6) no later than 8:00 a.m.** on the day the bus is scheduled to pick you up. He will check his voice mail prior to leaving the center. If you ride the **1st** route you must be ready by **8:15 a.m.**; if you ride the **2nd** route you must be ready by **10:00 a.m.**

4. **You are expected to act as an adult.** This means you must respect the driver at all times, you must obey the rules of the bus, and you must remain seated with your seatbelt on at all times. The driver reports on a daily basis of any problems. If you are reported, you will NOT be allowed to ride again. No Exceptions.

- NO WEAPONS OF ANY KIND OR ANYTHING CONSTRUED AS A WEAPON (GUNS, KNIVES, TASERS, ETC)
- NO SMOKING
- NO CURSING, VULGAR, OBSCENE, OFFENSIVE, OR ILL-MANNERED LANGUAGE
- REMAIN IN SEAT & WEAR SEATBELTS AT ALL TIMES.
- ABSOLUTELY NO FOOD OR DRINKS
- DO NOT OPEN WINDOWS WITHOUT PERMISSION.
- NO UNRULY BEHAVIOR

5. Unless arrangements have been made with the driver, if you ride the bus to the center, you must ride the bus home. In addition, if you do not ride the bus to the center, you will not be allowed to ride the bus home.

6. Bus students are **not** allowed to loiter in the parking lot. This includes and is not limited to getting into the vehicles belonging to other classmates. Nor are they allowed to go to other buildings on Benton Place Campus. If seen doing so, they will be immediately removed from the route and will no longer be allowed to ride the bus.

7. The driver is only allowed to pick you up and drop you off at your place of residence.

8. When you ride the bus, you are expected to stay in the classroom until time for the bus to leave. You may not sign out early and loiter until time for the bus to leave. You are expected to study while you are at the Learning Center. If it is reported that you are not studying, you will no longer be allowed to ride the bus.

9. In the event of inclement weather, the Learning Center will follow the closings of the Catoosa County School System and/or Georgia Northwestern Technical College.

10. All conduct on the bus is being recorded via audio and video surveillance.

In exchange for the privilege of riding the bus, I understand and agree that I am assuming the risk of any injury which I may sustain based upon any medical condition I may have or which may exist at the time I am a passenger on the bus and which is caused through normal operation of the bus (e.g. rough rides due to road conditions). I hereby release Catoosa County, Catoosa Citizens for Literacy, Inc. and The Learning Center for any of the conditions mentioned herein. In the event of any emergency, the bus driver will immediately call 911 and wait until emergency personnel arrive.

It is important to remember the ability to ride the Learning Center bus is not a vested right but is only a privilege which can be revoked for failure to follow procedures.

*** The Learning Center reserves the right to decline transportation for adults and/or children for any reason. If you have any questions regarding these policies and procedures, please feel free to call 706/965-8275.*

By signing below, I am stating that I have read and agree to follow the terms and conditions of the Learning Center Transportation Policies and Procedures and the bus driver has reviewed them with me and answered any questions I may have had.

Signature of Rider

Parent/Guardian Signature*

Date

Address

*required for students under 18

Phone #