



Transportation Rules and Responsibilities

School Bus Driver: 407-860-3302 / Black Van: 407-460-4063

Mr. Carmelo Rebollo / Mr. Jose Villafuerte (Coach)

Bus Rules:

1. Students must be sitting with their seat belts buckled at all times.
2. No hitting, no touching, no name calling, and no profanity permitted on or off the bus.
3. No eating or drinking on the bus.
4. Backpacks and/or lunch boxes must be placed under the seats.
5. No pencils, pens, scissors or any sharp objects are allowed out of the backpacks.
6. No toys or games allowed. No electronic devices are allowed on the bus.
7. Parents are responsible for any vandalism on the bus performed by the student. Parents will be notified immediately of a situation and/or disciplinary actions taken.
8. Disciplinary actions are as follows: 1st incident student will receive a warning. 2nd incident parent will be notified, and student will be suspended for a period of time determined by the principal and/or administrator. 3rd time student will be suspended permanently from the bus.
9. Student will be suspended from the bus for non-payment of tuition and fees not covered by scholarship and will resume once payment is current.
10. Student will be suspended from the bus for non-payment of monthly transportation fee and will resume once payment is current.
11. Parent must notify the administrator for cancellation of transportation. Fees will continue to accrue, and parent will be responsible for payment until notification is received.
12. Incidents on the bus or complaints are to be reported directly to the principal and/or the administrator. CGCA will not be held responsible for any situations if not reported on time and to the proper staff.
13. CGCA is fully covered by an insurance company, in case of accident and personal injuries. Please note that these precautions need to be taken for the safety and well-being of your child, and that there is no misunderstanding as to what CGCA rules are.

Bus Responsibilities:

1. All students will be assigned a pickup/drop off bus stop and a scheduled time agreed by parent and the administrator. Students will not be picked up or dropped off at home.
2. Parents are responsible to be or have someone at the pickup/drop off location with your student(s). CGCA will not be held responsible for any harm to the student(s) if you are not able or have someone at the pickup/drop location.
3. Parents are responsible for students to be at the bus stop **within 10 minutes** of the scheduled time. Driver will be prompt but in the event of weather and traffic difficulties, driver will call if running extremely late. The driver will not wait if student is not at bus stop within 10 minutes of the scheduled time. Remember driver has to continue the route and cannot be delayed for other students to be picked up.
4. **Parent is responsible to notify the Bus Driver if student will not be required to be picked up at the bus stop.**
5. **Parent is responsible to call the school if student will not be dropped off at the bus stop at least 1 hour before end of school day. If no call, student will be sent in the bus.**
6. Parent understands that Driver cannot make changes or adjustments to the scheduled times. Driver cannot make decisions to add/delete bus stops. Any inquiries or concerns will be addressed by the administrator.
7. Parent understands that unforeseen circumstances may occur during the academic year and school bus may be out of commission. Parent is responsible for student to attend school in the event of unforeseen circumstances (repairs, bus driver sick, etc.) to drop-off/pickup at school.

Print Parent Name

Parent Signature