

MEMORANDUM

TO: ALL PARENTS/GUARDIANS

FROM: District Transportation Office

RE: Kindergarten Registration Form

1. Please complete the mandatory school bus registration form. Complete this form and return it to the school, who will in turn forward the information on to the Transportation Office. The Transportation Office will need up to ten (10) working days upon receipt of registration in order to coordinate transportation.
2. Parents of registered students who desire their child to ride a bus other than their own bus to or from school must provide the bus driver with a written request signed by the principal. **Transportation will only be authorized if there is space available in accordance with state law.**
3. *Kindergarten and pre-kindergarten students must be met at the bus stop by an authorized individual. When the parent/guardian of the kindergarten/pre-kindergarten student requests bus transportation, they must complete the Kindergarten Student Escort form. On that form, they list designated individuals who the parent/guardian authorizes to meet the student at the bus stop. Designated individuals may include parents/guardians, grandparents, neighbors or older siblings. If no one on a student's form is at the bus stop to take charge of the student, the student be returned to his or her elementary school once the bus route has been completed and the parents/guardians will be notified by the school. The parent/guardian must then arrange for the student to be picked up at the school.*
4. Transportation is provided to and from the assigned bus stop. Request for any other pick-up or drop-off location (i.e. daycare, grandparents home, etc.) requires approval by the Transportation Office. You must submit a separate request (Day Care Pick-up or Drop-off Request Form). This form can be obtained at any school, Transportation Office, or District web site and needs to be sent to the Transportation Office at 124 Risdon Way, Columbia, SC 29223, or faxed to 699-3629.
6. We encourage all parents to review the Student Behavior Code with their student and help instill the importance of safe and appropriate bus behavior. Please visit our District web site at [www.richland2.org](http://www.richland2.org) for additional school bus information. If you should have any questions, please contact the supervisor listed for your specific school. Phone numbers and e-mail addresses are listed on the [www.richland2.org](http://www.richland2.org) web site, or call the main Transportation Office at 736-3774.

Updated February 21, 2020

# RICHLAND 2 TRANSPORTATION DEPARTMENT KINDERGARTEN STUDENT ESCORT AUTHORIZATION

*\*A designated adult (grandparent, guardian, friend, etc.) or sibling older than the child and indicated on the Kindergarten Authorization Form must be present at the bus stop in order for the student to be released. If no one is available the student will be returned to the elementary school and the school will contact a parent or designated adult.*

School Year \_\_\_\_\_ - \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_ BUS \_\_\_\_\_

BUS STOP LOCATION \_\_\_\_\_

THE PERSON(S) LISTED BELOW ARE AUTHORIZED TO MEET THE SCHOOL BUS AND ESCORT MY KINDERGARTEN STUDENT FROM THE BUS STOP WHEN I AM NOT ABLE TO MEET THE BUS.

## DESIGNATED INDIVIDUALS

*A pictured ID may be required in order to pick up student.*

Name of Individual	Relationship to Child	Age (if under 18)

*I hereby authorize the above individuals to pick-up/receive my student in the event of my absence.*

\_\_\_\_\_  
Parent or legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name)

Complete and return this form to the school secretary. School Secretary should forward form to the Transportation Office.

*For Official Use Only*

Bus # Assigned \_\_\_\_\_