

Bus Passenger Registration Form

Bus no _____

Safety & Transportation Office • 610 E. Meeting St., Lancaster, SC 29720 • (803) 285-6009

Why we need this form – To ensure your child is accurately assigned to a bus route. Also, in case an emergency occurs on the school bus.

When we need this form – Registration for the 2016-17 school year will open May 1, 2016, and close May 27, 2016. Students not registered for bus service by the established deadline will not be allowed to ride a school bus until after Labor Day (special needs transportation is exempt). If registering your child after Labor Day, there will be up to a 5-day waiting period before bus service is guaranteed. The student's parent or legal guardian will be responsible for providing transportation until bus service has been approved.

How to submit this form – You can complete the registration form online and email to transportation@lcsdmail.net OR you can print it, complete it and mail to the Transportation Office, 300 South Catawba St, Lancaster, SC 29720.

Student information

Ride bus (check one) a.m. only p.m. only Mid-day a.m. & p.m.

Student's full name

Date of birth

Street Address (city, state, zip)

PM drop off if different (only exception – if drop off is at a commercially licensed daycare or government run program)

School student will attend during 2016-17 school year

Grade for 2016-17 school year

Parent's name

Home phone number

Other phone number

Parent's name

Home phone number

Other phone number

Emergency contact

Emergency contact if parent can't be reached

Phone number

Relationship

Verification

I have completed the above information and verify that it is correct. If I need to make a change in my child's pick up or drop off, I must submit a new form prior to such change to the Safety and Transportation Office.

Parent's signature

Date