

# TRANSPORTATION REGISTRATION 2022/2023



BUSING TYPE:      New to District       Regular       Special Needs

**A MINIMUM OF 3 DAYS IS REQUIRED FOR PROCESSING**

STUDENT INFORMATION		START DATE	
Student ID	Gender:	Last Name:	First Name:
Birth Date (mm/dd/yy):		School:	Grade:      Met by adult at stop?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Medical Alerts:		Medical Notes:	
Yes <input type="checkbox"/> No <input type="checkbox"/>			

PARENT/GUARDIAN Contact Information			
	Home:	Cell:	Work:
Parent/Guardian			
Parent/Guardian			
Emergency Contact:			
Email 1:		Email 2:	

BUSING ADDRESS** (Must include House #, Street Name, City, Postal Code)	
Home	Bus AM <input type="checkbox"/> Bus PM <input type="checkbox"/>
Alternate	Bus AM <input type="checkbox"/> Bus PM <input type="checkbox"/>
**Daycare – Elementary Students Only	Bus AM <input type="checkbox"/> Bus PM <input type="checkbox"/>

**\*\*Parents may register their child using a home address and an alternate address providing the alternate is due to parental custody or elementary student daycare needs only. The Transportation Department will not offer busing to students going home with other students, attending after school events or other after school functions.**

## REGISTRATION STEPS

1. All students new to the district (including Kindergarten) must submit an electronic photo with student ID # to [transportationregistration@sd79.bc.ca](mailto:transportationregistration@sd79.bc.ca)
2. Once registration has been completed Parent/Guardians will receive an email indicating registration is complete and information for accessing routing and bus passes will be provided.
3. Completed forms can be emailed to [transportationregistration@sd79.bc.ca](mailto:transportationregistration@sd79.bc.ca)

## SCHOOL BUS CODE OF CONDUCT

1. All students must produce a valid bus pass and scan on and off buses daily.
2. Students must ride the bus to which they are assigned and get on/off at their regular stop unless prior notification is given to the transportation department (minimum three-day notice is required).
3. Talk quietly so the driver will not be distracted.
4. Use appropriate language at all times.
5. Respect the rights of all others on board.
6. Remain seated while the bus is in motion.
7. Keep all parts of your body inside the bus (do not hang any parts out the window).
8. Keep emergency exits clear of obstacles and closed.
9. Vandalism on a school bus will not be tolerated and students will be held responsible for any damages.
10. Eating is not permitted on the school bus.
11. Save your litter for the litter bin.
12. Absolutely no smoking, vaping, use of matches or lighters on any buses or school district property.
13. All buses are equipped with interior and exterior cameras.
14. Students must adhere to MVA regulations regarding carry on items. See <https://sd79.bc.ca/documents/2019/12/cargo-on-buses.pdf> for detailed information

**\*The driver is in charge of the school bus and students shall follow his/her direction promptly and at all times.\***

**Check box to indicate you have read and shared the above Code of Conduct with your student**

**PARENT NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**Registration Clerk – Kim Duffe**  
2557 Beverly Street, Duncan BC V9L 2X3  
Phone: 250-748-1066 ext 276  
Email: [transportationregistration@sd79.bc.ca](mailto:transportationregistration@sd79.bc.ca)  
Office Hours: 8:30am – 4:30pm

**Field Trips & Special Needs – Paula Divis**  
2557 Beverly Street, Duncan BC V9L 2X3  
Phone: 250-748-1066 ext 273  
Email: [transportationdispatch@sd79.bc.ca](mailto:transportationdispatch@sd79.bc.ca)  
Office Hours: 7:00am – 3:00pm

**Manager – Selena Hayes**  
2557 Beverly Street, Duncan BC V9L 2X3  
Phone 250-748-1066- ext 275  
Email: [transportationmanager@sd79.bc.ca](mailto:transportationmanager@sd79.bc.ca)