



**North Carolina Department of Health and Human Services
Office of Education Services
The Governor Morehead School for the Blind
2303 Mail Service Center • Raleigh, North Carolina 27699-2303
301 Ashe Avenue • Administration Building • Raleigh, NC 27606**

Bev Perdue, Governor
Lanier M. Cansler, Secretary

Dwight Pearson, Ph.D, Ed. S., OES Superintendent
Barbria Bacon, GMS Director

School Year 2009-2010

Dear Parent/Guardian,

Today you are receiving information from the Transportation Program. Please read the information carefully and return back to me before your child enters our program. Please return completed information to:

The Governor Morehead School
ShortTerm Program
2303 Mail Service Center
Raleigh, NC 27699

If you have any questions, please don't hesitate to contact me at 919/715-4257. I look forward to working with you and your child.

Sincerely,

Kathy Davis
Out Reach Director

**PS Without the information on file, your child will not be able ride on the
Charter or GMS Bus Services.**

This information will be on the bus that your child travels. Please Print Clearly.

A. Complete one:

- a. My child will be riding the GMS sponsored bus (yes or no) _____
- b. My child will not be riding the GMS sponsored bus (yes or no) _____

B. BUS EXPERIENCES if riding the GMS sponsored bus:

- a. Does your child currently ride on a school bus? (yes or no) _____
Explain: _____
- b. Has your child previously been on a GMS sponsored bus? (yes or no) _____
Explain: _____
- c. Explain any negative situations or experiences that your child may have had that would assist us when transporting your child: _____
- d. I have explained to my child that he/she will be riding on a GMS sponsored bus and told him/her what about the procedures and expectations. (yes or no) _____

C. BASIC INFORMATION if riding the GMS sponsored bus

Student's Name: _____

Mother's Name: _____ Father's Name: _____

Address: _____

Home Telephone Number: _____ Email address: _____

Mother's Work Number: _____ Cell Number: _____

Father's Work Number: _____ Cell Number: _____

Emergency Contact Telephone Numbers:

1. _____ 2. _____

3. _____ 4. _____

D. PARENTAL/GUARDIAN RELEASE OF CHILD TO PERSONS OTHER THAN LEGAL GUARDIAN (Alternate Driver) if riding the GMS sponsored bus

I, _____, give transportation safety assistants permission to release my child,
Parent's/Guardian Name

_____, to those listed below in the event I am unable to meet my child at
Child's Name

the designated bus stop.

Name	Address	Phone

**SHORT TERM TRANSPORTATION 2009-10
RESPONSIBILITIES AND GUIDELINES FOR PARENTS/GUARDIANS AND STUDENTS**

As in previous years, transportation will be provided to ensure that students travel safely to and from school. Below are responsibilities and guidelines that must be followed by parents/guardians and students. These responsibilities and guidelines are established to provide fair, satisfactory and above all, **safe** conditions for students, bus drivers, and transportation traffic assistants, parents/guardians, and those traveling the state highways and interstates.

Our priority is to provide a safe, effective means of getting your child to and from school. Consequences for not following these guidelines will be considered grounds for suspension from transportation if guidelines are violated.

Parent/guardian responsibilities and guidelines when students are being picked up and/or dropped off at the designated bus stops:

1. Parents/guardians need to pick up their child at the designated time and location.
2. The bus will wait **10 (ten) minutes only** and then go on directly to the next designated stop.
3. If the parent/guardian is not at the stop when the bus arrives:
 - a. A transportation safety assistant will call parent/guardian from the designated bus stop.
 - b. If the transportation safety assistant cannot reach anyone at the numbers provided, transportation safety assistants will contact the School's Transportation Liaison who will continue to try to reach someone at the numbers provided.
 - c. If a parent/guardian does not show up to pick up their child and the school is unable to make any contacts, a call will be placed to the School's Transportation Director, School Director and School's Social Worker informing them of the situation.
 - d. The local county Department of Social Services or local Sheriff's Office may be contacted also.
 - e. Failure to show up may result in a neglect investigation by the school.
4. The parent/guardian has the option of either:
 - a. Following the bus to the next designated stop, or
 - b. Picking up their child where the route originated from after bus returns from route. Reimbursement under this circumstance will only be paid from home to designated bus stop.
5. Parents/guardians who do not arrive at the bus stop on time may be required to transport their children to and from school.
6. Parents/guardians with (a) child/children that are over the age of 18 may give written permission to leave their child/children at the bus stop without someone there to pick them up. This permission must be written and on file with the school and renewed periodically.
7. If you notice that the bus is not usually on time, please let us know. Please keep in mind that traffic and unexpected situations sometimes delay the routes.
8. If the bus is running late, we will contact you at numbers provided; however, if there are no answers at the numbers provided, we expect you to contact the Transportation Liaison.
9. Parents/guardians are responsible for retrieving student's luggage and belongings at the designated bus stops and/or school.

**THE BUS DRIVER WILL NOT STOP
ON THE SIDE OF THE HIGHWAY OR AT OTHER NON-DESIGNATED PARKING
AREAS EXCEPT FOR EMERGENCY SITUATIONS.**

SHORT TERM TRANSPORTATION 2009-10

DAY and RESIDENTIAL TRANSPORTATION

RESPONSIBILITIES AND GUIDELINES FOR PARENTS/GUARDIANS AND STUDENTS

Communication:

1. If you decide to pick your child up at school or send your child home with another student, you must follow these procedures:
 - a. Signed, written notification by parent/legal guardian (letter or fax) must be sent to the School's Transportation Coordinator 2 days prior to departures. (Note: The request to send your child home with another student may be denied, depending on the circumstances and whether or not there is ample room on the bus.)
 - b. Residential Students: If you have a change of plans from the earlier written notification on Sunday or the day we are returning students to school, you may telephone the Transportation Liaison.
 - c. Day Students: If you have a change of plans from the earlier written notification, you may telephone the Transportation Liaison.
 - d. If no prior arrangements have been made, your child will ride on the regular mode of transportation.
2. If the school for any reason sends the child home, written notification will not be necessary.

Medicines:

1. Parents/guardians will initial a medicine form, if applicable; to document their child's medicine was received by the transportation safety assistant. The medical forms will be on the bus.
2. Please continue to give the transportation safety assistants your child's medication. **Do not put it in his/her suitcase.**
3. The transportation safety assistants will give medicine to the Health Center as soon as they arrive on campus.

Cash Management:

1. You may give the transportation safety assistants your child's spending money. Only cash or money orders will be accepted.
2. It must be in a sealed envelope, marked with student name, the amount of money stated, and labeled to whom the envelope should be given. Transportation staff will **not** take money that is not in a sealed envelope and marked appropriately.
3. The transportation safety assistants will give the envelope to the appropriate school staff when they arrive on campus. A receipt will be furnished to the parent/legal guardian.

Snacks: Our dietary department will provide snacks for the students who travel over 3 hours on the bus.

Lost items: We will make reasonable efforts to ensure the safety of the student's luggage and personal belongings; however, we are **NOT** responsible for items that are lost or stolen.

Reimbursement:

Parents for Short Term sessions are not reimbursed for their travel.

Student responsibilities and guidelines:

1. When students are dismissed from class to go home, they will go to the bus that will take them home.
2. Once a student gets on the bus, he/she will not be allowed to get off the bus until they reach their designated bus stop. Exceptions will be made only in emergency situations.
3. Students will be separated on the bus in the following order:
 - Females and males will not sit in the same seats.
 - Seating arrangements are made in best interest of student(s).
4. Students must use headphones with their radios so sound is not heard in the next seat.
5. Bus radios are not for student or staff use.
6. Students must remain in seats while bus is moving. No standing, leaning over seats, or feet in aisles while bus is moving.
7. The School's Code of Conduct will be followed. If any offenses occur on the bus, students will be disciplined according to the Policy. Examples include, but are not limited to, fighting, profanity, disruption, etc.

**SHORT TERM TRANSPORTATION 2009-10
RESPONSIBILITIES AND GUIDELINES FOR PARENTS/GUARDIANS AND STUDENTS**

Parent/Guardian Acknowledgement of Responsibilities and Guidelines

As the parent/legal guardian of _____,
Child's Name

I acknowledge that I am in receipt of, have read and understand the information specific to the transportation responsibilities and guidelines. My signature reflects my commitment to abide by the procedures as they were provided to me.

Signature of Parent/Legal Guardian and Certifying that the Above Information is True

Date

**SHORT TERM TRANSPORTATION 2009-10
RESPONSIBILITIES AND GUIDELINES FOR PARENTS/GUARDIANS AND STUDENTS**

**THE GOVERNOR MOREHEAD SCHOOL
Contact Name and Numbers**

1. Short Term Questions
Kathy Davis
919/715-4257
2. General Concerns, Bus Schedules
LaShonda Richardson. Student Life Secretary
919/715-2513
3. Policies, Parental Requests/Permission Approval
Nancy Doherty, Student Life Director/Transportation Coordinator:
919/715-2514
4. GMS Security Office
919/810-5295