DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
MENWITH HILL ELEMENTARY/HIGH SCHOOL
PSC 45, UNIT 8435
APO AE 09468

6 March 2006

MEMORANDUM FOR MENWITH HILL SCHOOL PARENTS

SUBJECT: Implementation of DoDEA School Bus Pass Program

On Wednesday, March 8th, every student that is a registered rider of our school buses will be issued a bus pass an receive directions on its use. The student bus pass is a requirement of all Department of Defense Education Activity school transportation programs. It provides the critical force protection procedure of school bus access control, enabling the driver to verify the identity of every person as they board the bus. We will practice the new system beginning 8 March, with full implementation in place on 13 March.

Below are four important points about the program:

1. **Students must show their bus pass to the driver as they board the bus in the morning and the afternoon.** A student without a bus pass will not be denied morning transportation, but age-appropriate disciplinary action will be taken for failure to display the pass. According to DoDEA's "School Bus Table of Consequences," the first referral for "No bus pass or improper bus pass" will result in an oral or written warning to the sponsor; the second referral will result in a 1-5 day suspension of riding privileges; the third referral will result in a 10 day suspension of bus riding privileges.
2. **Parents must call and inform the school immediately if a student's bus pass is lost**. A new one will be issued. Students who routinely lose their bus pass will face age-appropriate disciplinary action.
3. **Parents are asked to secure the bus pass to the inside of the child's back pack**, especially for children in grades 4 and younger, so that it is not visible to strangers yet is easily accessible when the child is asked to show it.
4. **Students will not be permitted to ride a bus other than the one for which they hold a pass** without prior approval from the school transportation clerk. Parents must complete a request form two days in advance, and the form must be signed by both sets of parents. The form is available in the office and on the school's web site.

The point of contact for this action is Ms. Janis Jackson, school transportation clerk. I thank you in advance for your assistance in making our school buses as safe and secure as possible.

DAVID RUDY
Principal

ACKNOWLEDGEMENT OF RESPONSIBILITY

I, the DoD sponsor of _____, acknowledge that I have received a copy of the DoDEA Behavior Standards for School Bus Students. I have explained the school bus behavior standards and the necessity for those standards to my child, and I have explained that I expect these school bus behavior standards to be followed. I understand that consequences for student misbehavior could include suspension or revocation of bus rider privileges. I also understand and agree to reimburse the U.S. Treasury for the costs incurred by the school to repair any damage to the school bus caused by my child's misconduct. I agree that I will serve as a school bus monitor (or will be responsible for finding a person to serve as monitor on my behalf) should I be required to serve by the military commander.

_____ _____

Printed Name and Signature of Parent/Sponsor Date Signed

I understand the behavior standards and will conduct myself accordingly.

_____ _____

Printed Name and Signature of Student Date Signed

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
TRANSPORTATION INFORMATION SHEET

By:

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 301, 10 USC 133, 20 USC 921, EO 9397, November 1943 (SSN)

PRINCIPAL PURPOSES(S): Required for enrollment into the DoDEA School Bus Transportation System. Provides records of student and demographic data used in the administration of school bus transportation services.

ROUTES USE(S): Data is collected and entered into the automated BusTrack Information Management System for use by DoDEA personnel in providing transportation services. Release of student information to non-DoDEA/DoDDS personnel is restricted to US Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other Government agencies interfacing with DoDEA and schools as part of the individual student transportation record.

DISCLOSURE: Voluntary. Disclosure of Social Security Number is not required, but it expidites the school bus registration process. However, dependents may be denied DoDEA Transportation services if other requested information is not provided.

Please initial each box:

- [ ] I have been apprised of the school commuting area.
- [ ] I understand that if I choose to live outside the commuting area then I am responsible for transportation to the nearest DoDEA school bus stop.
- [ ] I have received a copy of the DoDEA Behavior Standards for School Bus Students and understand that the consequenses for misbehavior include suspension or revocation of bus privileges.
- [ ] **I understand that I must de-register and return bus passes when transportation services are no longer needed.**

SIGNATURE **DATE**

COMMENTS:

Bus Pass Issued [ ]

Additional Processing Required [ ]