

**MEMORANDUM OF UNDERSTANDING  
STUDENT BUS/PRIVATE TRANSPORTATION FOR PENNINGTON SCHOOL**

The Transportation Department's mission is to provide safe and on-time transportation for Prince William County students. In order to provide this service for the specialty programs, please complete the following information. Accurate and complete student information will assist the Bus Operations Section in allocating drivers, buses and establishing express bus stops for all eligible specialty program students before the school year begins.

Express bus stop service differs from regular neighborhood service in that the parents have full responsibility to provide transportation to and from the express bus stops. Once an express stop is established, it will remain in effect for the entire school year unless there are no students at the stop for five days. An express bus stop can be reestablished within five (5) days of notice. During the two weeks before and after school starts, no express stops will be added that will change the route or schedule by five (5) minutes or more. The length of the bus route varies from fifteen minutes to seventy-five minutes, with an average ride of forty minutes.

**PLEASE CHECK ONE:**

**PRIVATE TRANSPORTATION**

My child does not require express bus transportation. Private transportation drop off time is 8:40a.m.

**BUS TRANSPORTATION**

By my signature below, I certify that I understand and agree to the transportation arrangements that have been made for my child identified below.

The conditions of my child's participation in the transportation arrangements are:

- I will wait for my child's bus in the morning and meet my child's bus in the afternoon at his/her assigned bus stop unless I arrange for a responsible person to do the same and I notify the school's office in writing of the responsible person's name and telephone number. **CHANGE IN BUS NUMBER/BUS STOP LOCATIONS NEEDS TO HAVE WRITTEN NOTIFICATION ON FILE IN THE OFFICE.**
- If the designated responsible person does not meet my child, the child will be returned to school.
- My child's school will retain a responsible person on duty at the school until all students have been delivered to their respective parents or responsible person.
- I will instill in my child that he/she will not exit the bus at the bus stop unless the parent(s) or responsible person is present. A **Hold Harmless Agreement** needs to be filled out and on file in the office/bus.
- Repeated failures to wait for the bus or meet my child will result in termination of my child's bus transportation privileges. Parents/Guardians or authorized child care providers **NEED TO BE ON TIME.**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Include street, road, boulevard, circle, court, place, way, loop, drive, avenue, etc.)

City, State, Zip Code: \_\_\_\_\_

A.M. Express Bus Stop Name & Number: \_\_\_\_\_

P.M. Express Bus Stop Name & Number: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature