

# Application for School Bus Service



Please complete and submit this form to the Bus Coordinator at least two weeks prior to the start of school. Parents will be notified of the pick-up and drop-off locations and times before the first day.

While every effort is made to accommodate all students, please be advised that submitting this application does not guarantee that a seat will be available on your preferred bus route. If you are not offered a seat you will be placed on a waiting list and notified as soon as a seat becomes available.

Student's name:	_____	ID number:	_____
	(Family name) (Given name) (Middle name)		
Date of birth:	_____	Gender:	_____
	(MM/DD/YY)	(M/F)	Grade: _____
			Start Date of Bus Service: _____
			(MM/DD/YY)
Current address:	_____		
		Postal Code:	_____
Home phone:	_____	Student's mobile:	_____
Mother's mobile:	_____	Father's mobile:	_____

<b>Office Use Only</b>	Bus route: _____	Bus stop: _____
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**Morning procedure:** Students must be at designated bus stops on time. In order to maintain the busing schedule and reduce transportation times, bus drivers will not wait longer than one minute at any given bus stop. If a student misses the bus, parents will be responsible for arranging transportation to school that day. Please notify the Bus Coordinator in advance if the student will not ride the bus.

Students should proceed directly to the playground area upon exiting the bus at the school.

**Afternoon procedure:** School buses will leave school promptly at 15:30. On days when students participate in extracurricular activities, buses will leave promptly at 16:45. In the event that a student misses the afternoon bus, parents are responsible for the payment of taxi fare for transportation home. The taxi service will be selected by the Bus Coordinator.

**Request for bus stop change:** Every effort has been made to designate bus stops in areas where the greatest concentrations of Dwight families live. If the student's address will change, parents are advised to notify the Bus Coordinator in writing two weeks prior to the need for a new pick-up site. Dwight School Seoul cannot guarantee that a seat will be available on the new bus route.