

ON TIME SCHOOL BUS SERVICE

77-6260 Montevideo Rd.
Mississauga ON L5N 4E9

Phone: 416-219-1370
Fax: 289-997-7949

SCHOOL BUS RIDE APPLICATION FORM

Seats are available on a first come first served basis

SCHOOL ATTENDING				
STUDENT(S) INFORMATION				
1) Last Name	First Name	M.I.	Gender	Grade
2) Last Name	First Name	M.I.	Gender	Grade
3) Last Name	First Name	M.I.	Gender	Grade
Street Address			Apartment/Unit #	
City		Postal Code		Buzzer #
Home Phone	Cell Phone		Email:	
Emergency Contact Person			Emergency Contact Phone	
Comments				
Is the student requiring ride to and from the school?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Is student requiring ride to school only, (one way)?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Is student requiring ride from school only, (one way)?	YES <input type="checkbox"/> NO <input type="checkbox"/>			

PARENT INFORMATION	
Full Name	Address
Home Phone	Cell Phone
Signature	Date

Students with a 10 month commitment will be given priority.
Last Date for securing the seats for up coming school year is May 10th, 2018

OTSBS is an independent school bus transportation company, bearing full responsibility and liability for any Issue which may arise regarding the transportation of the students.



Currently Serving Mississauga Islamic Schools



Before you sign the contract.

Please read the contract carefully. The following are important terms and conditions every parent should take in to consideration.

- By signing the contract, each parent enters into 10 month commitment with OTSBS; Sept. through June. 9 postdated cheques **must** be submitted with the application. First month cheque would be first and last month payment.
- After two weeks of service, absolutely no cancellation will be accepted no cheques or payments will be returned.
- If a move takes place during the school year and your new address happens to be in an area where we don't provide service or out of the current bus route, it will be your responsibility to bring your student (s) to the closest bus stop. We will not change the route for address changes and will not return the payments.
- All cheques **must be dated for the 1st**, of each month payable to **Abdul Qayyum.**

Jazaak Allah.

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School Bus Contract 2018-2019

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This contract is made and entered into by and between all parents of students riding the school bus and the On Time School Bus Service, as per terms and conditions set by the On Time School Bus Service.

For the purpose of simplicity from here on and after, OTSBS mean "On Time School Bus Service".

- ◆ OTSBS will be responsible to transport your children to and from school for the 2018 - 2019 school year.
- ◆ This contract shall be in effect from September of 2018, to June 2019, or according to the ISNA Elementary School calendar as adopted and adjusted by the school.
- ◆ OTSBS will charge \$215.00 for each student per month for transportation to and from school. Cost for one way ride will be \$155.00 per month. First Month Cheque would be first and last month payments.
- ◆ Parents are required to sign and enter into this contract with OTSBS for 10 months; Sept. 2018 to June 2019.
- ◆ Parents will provide 9 post dated cheques payable to **"Abdul Qayyum"** from September 2018 through June 2019 by May 10th, 2018 to secure the position in the bus. Parents will be responsible for all NSF charges for bounced cheques.
- ◆ Parents are also required to accept and sign the "SCHOOL BUS CODE OF STUDENT CONDUCT POLICY", (provided separately), in order to have safe and efficient service.
- ◆ If a student misses the bus because he/she was late, parents will be responsible for his/her transportation to or from the school depending upon his/her missed trip.
- ◆ OTSBS will work with the school and the parents to resolve disciplinary issues in the school bus.
- ◆ OTSBS will not operate the school buses if the Peel District School Board cancels school buses due to weather conditions.
- ◆ OTSBS and the school will cooperate with each other to make the school bus operation safe and efficient.
- ◆ OTSBS agrees to conform to all rules and policies adopted by ISNA Elementary School.
- ◆ **For change of address , service availability dependent on space and location. (No refunds)**
- ◆ **Due to the annual cost of bus expenses, all monthly fees are prorated, (no deductions for holidays).**
- ◆ **To maintain continuity of each bus route, there is a strict no refund policy after two weeks of service, (unless parents find a replacement student for each reservation cancelled).**

In order to reserve space on the bus, please return the signed contract and completed attached application to the school ASAP, but not later than May 10th, 2018.

Administrator,
OTSBS.

I have read and agree with above term and conditions.

Name: _____ Phone No: _____

Signature: _____ Date: _____



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Rules for Student Conduct on School Buses.

On Time School Bus Service (Mississauga) is pleased to be able to provide school bus service for students in our local ISNA Elementary Islamic School. This year many students are riding school buses. Even though a significant number of students travel by bus daily, there is often very little communication between parents and transportation staff, unless it is in the form of a written [SCHOOL BUS CODE OF STUDENT CONDUCT POLICY](#), issued by the school.

Many parents and some students are not aware of the regulations governing school busing, or the school policies and procedures implemented to help ensure a safe ride for everyone. OTSBS and the ISNA Elementary have developed a School Bus Code Of Student Conduct Policy consistent with the Code of Conduct in schools, which addresses school requirements and respects three core values:

SAFETY - RESPECT – RESPONSIBILITY

The school bus policy, which applies to all students on all ISNA Elementary School buses, recognizes the driver as the authority on the bus at all times, and expects students to do the same.

1. The school bus is considered an extension of the classroom, and therefore, classroom conduct must be observed at all times.
2. The bus driver is responsible for the students on the bus and must, therefore, receive the respect, consideration and cooperation of each student.
3. Students shall be assigned seats and shall remain in that seat while on the bus.
4. Students are not to attempt to get on or off the bus, or move inside the bus while the vehicle is in motion.
5. Students are expected to be at the pickup point 5 min. before scheduled leave time. The bus will not wait more than **3 Seconds** in the morning for students who are not at the pickup point at the scheduled time.
6. Students are expected to go promptly to their bus after school is dismissed or when their bus is scheduled to leave school.
7. Apart from ordinary conversation, classroom conduct is to be observed while riding the bus.
8. Eating on the bus is at the discretion of the driver; however, if the bus is not kept clean the privilege will be withdrawn.
9. While leaving the bus, students shall observe the directions of the driver.
10. In the case of a maintenance problem, students transferring to a second bus must not leave the transfer bus stop area while waiting.
11. Any student violating bus regulations shall be reported by the driver to the Principal as soon as possible. The Principal has the authority to suspend or recommend permanent withdrawal of the bus privileges subject to the provisions of the School Act.



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The following activities are prohibited:

- 12.1 Unnecessary conversation with the driver
- 12.2 Extending any part of the body out of the window
- 12.3 Using profane language
- 12.4 Throwing any items
- 12.5 Smoking on the bus
- 12.6 Fighting

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DO NOT BULLY OR INTIMIDATE OTHERS. We have experienced an increase in incidents of student bullying and harassment on the buses. This behavior **will not be tolerated** and will result in a long-term suspension of bus privileges or a referral to the school administration. Students experiencing bullying or intimidation on school buses are encouraged to discuss this with a trusted adult. These concerns should be brought to the attention of ISNA Elementary or the Administrator of Transportation OTSBS at 416-219-1370.

In order to ride on a school bus, non-registered students **MUST** provide a note from their parent/guardian, signed by the school principal or authorized staff member. This will always be subject to available space on the bus.

Students wanting to disembark at a stop other than their designated stop must provide a permission slip signed by the principal or authorized staff member.

Student behavior which contravenes these values or whose actions distract the driver, cause or have the potential to cause harm or discomfort to self or others, is subject to disciplinary action, which includes the following:

1. Verbal warning from the bus driver (initially – in routine situations).
2. Possible seat re-assignment.
3. Issue of a School Bus Conduct Notice, in the following order:
 - a) One written warning (bus privileges suspended until notice signed by parent and returned by student to the bus driver).
 - b) Two-school day suspension of bus privileges.
 - c) Five-school day suspension of bus privileges.
 - d) Service suspended for an undetermined length of time: issued for repeated offences or for striking another person, fighting, vandalism, spitting, throwing objects out bus windows, lighting matches or other flammable objects, possession/use of laser pointer, unauthorized use of emergency equipment, unauthorized exit through rear emergency door, and other serious contraventions of the bus rules. When a student receives this type of suspension, parents should arrange an interview with transportation and school staff. The length of the suspension period will be determined during the interview. The school principal will always have the final authority. Please phone 416-219-1370 to arrange appointments.

It is the parents' responsibility to ensure that students have been told the school bus rules and to administer discipline. Students are expected to respect these rules.



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Your son/daughter's school bus driver has a tremendous responsibility for the safe and efficient transport of your children, and keeping to a timely schedule. The school relies on drivers to maintain orderly buses where students are safe. If any student's behavior jeopardizes the safety and rights of him/herself or others, it is the driver's responsibility to provide the student with a conduct notice to be taken to his/her parents. Parents/guardians who wish to discuss such a notice are asked to contact the school principal, or the Administrator of Transportation OTSBS, (416-219-1370). We will be pleased to discuss your questions and investigate your concerns. Please DO NOT discuss your concerns with the school bus driver. Any type of confrontation can divert the driver's attention from his/her driving responsibilities.

Please read thoroughly, sign and return page three of this document to ISNA Elementary Islamic School. Please make a copy and keep it for future reference. If you would like to discuss other transportation issues, please telephone the Administrator of Transportation OTSBS at 416-219-1370. Thank you for helping us to transport your children safely and efficiently.

Administrator of Transportation OTSBS.
School Bus Code of Conduct/dg
Updated: May 2011
Telephone: 289 997-7949, 416-219-1370

I have read and agree with above SCHOOL BUS CODE OF STUDENT CONDUCT POLICY.

Name: _____

Phone No: _____

Signature: _____

Date: _____

