

SWITA 2022-2023

IN-TOWN TRANSPORTATION ROUTE REGISTRATION FORM

Start Date: _____

RIDER NAME _____ GRADE _____ SCHOOL: _____

PARENT/GUARDIAN NAME(S): _____

HOME ADDRESS: _____

PHONE: _____ EMAIL: _____

EMERGENCY CONTACT 1: _____ PHONE: _____

EMERGENCY CONTACT 2: _____ PHONE: _____

PICK UP LOCATION, (address before school) _____

DROP OFF LOCATION, (address after school) _____

BUS SCHEDULE: **ON CALL ONLY** **All Schedule changes must be called or emailed into the office!*

Please fill out each day below unless your child is "on call" only. If you have special instructions, such as "drop off at Grandma's on Wednesdays," please indicate that along with the address and a phone number.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Riding? Y N	Riding? Y N	Riding? Y N	Riding? Y N	Riding? Y N
School Start Time: _____	School Start Time: _____	School Start Time: _____	School Start Time: _____	School Start Time: _____
School End Time: _____	School End Time: _____	School End Time: _____	School End Time: _____	School End Time: _____
Special instructions this day:	Special instructions this day:	Special instructions this day:	Special instructions this day:	Special instructions this day:

LIST ANYONE OTHER THAN THOSE ABOVE ALLOWED TO PICK UP YOUR CHILD FROM THE BUS:

Southwest Iowa Transit Agency
Rules and Regulations SWITA In-Town Transit Service

1. Seat belts will be worn at all times while riding the bus. The rider must be able to belt themselves, or have the assistance of an aide.
2. Once the passenger is in his/her seat, they are to remain in that seat until he/she has arrived at the designated location.
3. Riders must follow posted signs and the instructions of the driver for the safety of themselves and others.
4. SWITA is not responsible for lost or stolen items. Any items turned in to SWITA and not claimed are retained for a short period of time and then donated or disposed of.
5. No violence, rude behavior, stealing, littering, vandalism, horseplay, foul language, or bullying will be tolerated. The driver may issue a verbal warning, specify assigned seating, and/or refer the incident to the SWITA office. SWITA reserves the right to suspend the riding privileges of any rider not following these rules and regulations. Severe or repeated violations may result in revocation of riding privileges. Video recordings are utilized in SWITA vehicles.
6. New riders must register at least a week prior to the start of their service as routes and pickup/drop off schedules must be modified.
7. Changes to a regular schedule or pickup/drop off locations must be made two business days prior to the change taking effect. Emergency changes or riders not riding due to illness, etc. must be called into the office as soon as possible. It is the responsibility of the rider/guardian to notify the school if applicable of any changes.
8. Alternate pick up and drop off arrangements for your passenger will be used in emergency situations only. Calling in multiple times during the week to change the pickup and drop off location changes the route and affects our other passengers' pick up and drop off times.
9. Riders are responsible for being on time. A rider not riding without contacting the office first is considered a no-show. After three no-shows, SWITA will charge the account for a ride and will discontinue stopping until notified by the guardian. **Remember** our buses are on very tight schedules and not able to wait for children who are not ready. The bus waits about 1 minute per stop.
10. All rides must be pre-paid. It is the guardian's responsibility to keep track of how many rides you prepaid for. If you provide an email address, we will notify you if your rider's account is low or out of rides. A negative balance will result in rides being suspended until payment is received in the office. You may call the office at 712-243-2518 to find out how many rides are available.
11. SWITA requires a minimum payment of two weeks of rides. For example: If your rider rides both ways 5 days a week on a \$1.50 per ride route, you would be required to put \$30 on your account.

Rider Name: _____

Guardian Name: _____ Date: _____

Yes, I have read and agree to the SWITA In-Town Transportation Rules and Regulations.
By electronically submitting this form I acknowledge SWITA's Rules and Regulations.

712-243-2518/800-842-8065 ** swita@swipco.org ** www.swipco.org

SWIPCO is an equal opportunity provider, lender, and employer.