



**Fort Morgan**  
231 Main St  
Fort Morgan, CO 80701  
(970) 867-6494

**Sterling**  
1619 S 6<sup>th</sup> Ave  
Sterling, CO 80751  
(970) 522-6440

**Yuma**  
505 E 8th  
Yuma, CO 80759  
(970) 848-0300

[www.NECALG.com/CountyExpress](http://www.NECALG.com/CountyExpress)

## COUNTY EXPRESS RULES FOR SCHOOL TRANSPORTATION

Everyone at County Express would like to welcome you to another school year. Please thoroughly review all the information in this packet about our program. Please ensure all riders have reviewed the Bus Safety/ Rules section prior to signing and returning pages 2 and 3 to your local County Express office. We appreciate you choosing County Express for all your transportation needs and hope you have a great school year!

### **PAYMENTS**

Payment for transportation must be received **BEFORE** the child rides.

We accept cash, check, tickets, and TANF passes. Tickets can be purchased at the County Express office and are \$3 for one way. Books of 10 tickets are available for purchase as well.

TANF passes are available through the Department of Human Services, please contact your local DHS office for more information.

### **PICKUP TIMES**

Buses may arrive up to 15 minutes before the scheduled pickup, please have your child ready as the driver is only able to wait 3 minutes before leaving and will NOT be authorized to return.

In the event your child will not need transportation you **MUST** call the County Express Office at least one (1) hour prior to their scheduled pickup time and no later than noon if drop off is not needed. Any violation of this policy will be considered a no show. After three (3) no shows, services will be suspended for one (1) week. Additional violations will result in service suspension for two (2) weeks. Continued violations will result in service suspension pending review and may result in permanent suspension of service.

## **BUS SAFETY/ RULES**

- Riders will obey the driver at all times using good manners and being respectful
- Seat belts will be worn at all times no exceptions
- Zero Tolerance for bullying
- No weapons of any kind will be allowed on the bus
- Riders will be respectful of others and will keep their hands to themselves
- Inside voices are used to prevent distractions for drivers
- Electronic devices must be used with headphones, if abused this privilege will be taken away.
- No **food** or **drink** is allowed on the bus
- Help keep the bus clean by throwing away your trash

An authorized person must be visible at the door before a child under the age of 12 will be released off the bus.

If we are unable to drop off a child, they will be taken to the police department.

County Express has the right to refuse, and/or suspend service to a child immediately if rules are being violated and or they pose a safety risk to other riders or themselves.

If your child refuses to follow the rules:

1<sup>st</sup> Incident reported by driver; parent/guardian will be called

2<sup>nd</sup> Incident reported by driver; a letter will be mailed to parent/Guardian

3<sup>rd</sup> Incident reported by driver; one-week suspension from riding the bus

If problems continue, the child will be permanently suspended from riding the bus.

By signing, you acknowledge that you have received, read and agree with County Express Rules for Transportation.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_  
Parent/ Guardian Printed Name: \_\_\_\_\_  
Parents/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Parents/Guardian Name: \_\_\_\_\_  
Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Morning pick up address (if different): \_\_\_\_\_  
After school drop of address (if different): \_\_\_\_\_  
Emergency Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Emergency Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
School Attending: \_\_\_\_\_  
School Starting Time: \_\_\_\_\_  
School Ending Time: \_\_\_\_\_

Please Circle Option Needed

Morning pick up needed for school: YES NO  
Afternoon pick up needed from school: YES NO

Days of the Week that Transportation is Needed:  
Monday Tuesday Wednesday Thursday Friday

Method of Payment:  
Ticket Cash/Check TANF Pass

Please List All Person(s) Authorized to Meet Child Off Bus:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_