

**PRIVACY ACT STATEMENT**

AUTHORITY: 5 USC 301, 10 USC 133, 20 USC 921, EO, November 1943 (SSN)

PRINCIPAL PURPOSE(S): Required for enrollment into the DoDEA School Bus Transportation System. Provides records of student and demographic data used in the administration of school bus transportation services.

ROUTES USE(S): Data is collected and entered into the automated BusTrack Information Management System for use by DoDEA personnel in providing transportation services. Release of student information to non-DoDEA personnel is restricted to US Government personnel and other authorized individuals as approved by DoDEA. Sponsor information may be released to other Government agencies interfacing with DoDEA and schools as part of the individual student transportation record.

DISCLOSURE: Voluntary. Disclosure of Social Security Number is not required. However, dependents may be denied DoDEA Transportation services if other requested information is not provided.

- > I understand that all riders of DoDEA school buses are subject to audio and video surveillance by authorized personnel to ensure the health, safety and security of riders.
- > I understand that I must de-register and return bus passes when transportation services are no longer needed.
- > I understand that a second adult may or may not be assigned to ride on the school bus.

**I acknowledge that I have read and understand the above statements.**

**SPONSOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

SPONSOR NAME \_\_\_\_\_ RANK \_\_\_\_\_  
 SPONSOR SSN (last four digits)   X X X - X X -    
 SPONSOR DUTY PHONE \_\_\_\_\_ DSN \_\_\_\_\_ UNIT \_\_\_\_\_  
 SPONSOR CELL PHONE \_\_\_\_\_ DEROS \_\_\_\_\_  
 SPONSOR E-MAIL (WORK) \_\_\_\_\_  
 SPONSOR E-MAIL (HOME) \_\_\_\_\_

SPOUSE NAME \_\_\_\_\_ RANK \_\_\_\_\_  
 SPOUSE DUTY PHONE \_\_\_\_\_ DSN \_\_\_\_\_ UNIT \_\_\_\_\_  
 SPOUSE CELL PHONE \_\_\_\_\_  
 SPOUSE E-MAIL (WORK) \_\_\_\_\_  
 SPOUSE E-MAIL (HOME) \_\_\_\_\_

LOCAL HOME ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 LOCAL HOME PHONE \_\_\_\_\_

MAILING - \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 APO-AP \_\_\_\_\_

LOCAL EMERGENCY CONTACT NAME \_\_\_\_\_ (other than sponsor/spouse)  
 LOCAL EMERGENCY CONTACT DUTY PHONE \_\_\_\_\_ DSN \_\_\_\_\_  
 LOCAL EMERGENCY CONTACT CELL PHONE \_\_\_\_\_

STUDENT NAME(S) 1 \_\_\_\_\_ Grade/B-Day 3. \_\_\_\_\_ Grade/B-Day \_\_\_\_\_  
 2 \_\_\_\_\_ Grade/B-Day 4. \_\_\_\_\_ Grade/B-Day \_\_\_\_\_

COMMENT/REQUEST \_\_\_\_\_

Seoul Student Transportation Office  
Unit 15549 APO AP 96205

**STATEMENT OF UNDERSTANDING**

**Behavior Standards for School Bus Students and  
Sponsor Responsibilities & Acknowledgement**

- \* I, the student's sponsor, acknowledge that I have received a copy of the *DoDEA Discipline Rules and Procedures 2051.1 - Behavior Standards for School Bus Students and the Sponsor Responsibilities*.
- \* I have been apprised of the local school bus commuting zone and understand that if I choose to live outside the commuting area that I am responsible for transportation to the nearest DoDEA school bus stop.

**ON AND AROUND SCHOOL BUSES, STUDENTS WILL:**

- 1 Comply with all school rules - "Behavior Standards for School Bus Students".
- 2 Board and exit the bus in an orderly, safe manner.
- 3 Present bus pass when boarding the bus and upon demand.
- 4 Remain seated with seatbelt fastened while on the bus.
- 5 Talk with other passengers in a normal voice [inside voice].
- 6 Keep all parts of the body inside the bus windows.
- 7 Keep aisles, steps and empty seats free from obstruction.
- 8 Treat the driver, security attendant and fellow students with respect.
- 9 Promptly comply with the security attendant's or bus driver's instructions.
- 10 Treat the bus and other private property with care.

**ON AND AROUND SCHOOL BUSES, STUDENTS WILL NOT:**

- 1 Fight, push, shove or trip other passengers.
- 2 Use or possess unacceptable items identified in the school "Code of Conduct".
- 3 Make excessive noise or play electronic equipment without headphones.
- 4 Put objects out of bus windows or hang out of windows.
- 5 Engage in horseplay.
- 6 Obstruct aisles, steps or seats.
- 7 Engage in public displays of affection.
- 8 Eat, drink or litter on the bus.
- 9 Use profane or abusive language or make obscene gestures.
- 10 Spit or bite.
- 11 Harass, bully or interfere with other students.
- 12 Disrespect, distract or interfere with the security attendant or bus driver.
- 13 Damage private property.
- 14 Sit in the bus driver's seat or touch bus operating devices or equipment.
- 15 Open or try to open the bus door.
- 16 Throw or shoot objects inside or out of the bus.
- 17 Tamper with bus controls or emergency equipment.
- 18 Violate any other school rule, law or military installation regulation.

**SPONSOR RESPONSIBILITIES:**

- \* I have explained the school bus behavior standards and necessity for those standards to my child.
- \* I have explained that I expect these school bus behavior standards to be followed.
- \* I understand that the consequences for misbehavior may include suspension or revocation of bus rider privileges.
- \* I understand and agree to reimburse the US Government for the cost incurred by DoDDS to repair damage caused by my child(ren)'s misconduct on the school bus.
- \* I agree that my child(ren) in SureStart through 1st grade be escorted to/from the school bus door by an authorized guardian or a sibling in 6th grade or above. I agree to register my child(ren) (SS-1st) at the Child Youth & Services (CYSS). I understand that in the event the student is not met by an authorized person, student will be brought back to the CDC (charges incurred by the sponsor).

SPONSOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I acknowledge that I have read and understand the above statements.