



For Official Use Only
DoDEA Kaiserslautern / Sembach / Vogelweh School Bus Registration
Form School Year 2019/2020

RETURNING

NEW TO KMC

CHANGE OF ADDRESS

MAIL TO APO BOX

Data Herein Subject to Privacy Act of 1974

Disclosure of personal information as requested on this School Bus Registration Form is NOT mandatory. However, failure to submit this information may preclude the extension of school bus services to your child. All information gathered on this registration form is considered confidential - For Official Use Only - and will not be shared with any other agency, group or individual.

I acknowledge that I am responsible for my family member's conduct while they are using government furnished student transportation. I understand that their misbehavior may result in disciplinary action that can result in the suspension or revocation of transportation privileges. This responsibility extends to financial liability for any damage caused by your child.

I understand that possession of a bus pass is mandatory. Sign Statement on page two.

Sponsor Information

Full Name: _____
First Middle Initial Last

DEROS/PCS Date: _____ Title or Rank: _____
(MM/DD/YYYY) (e.g., A1C/1LT/SFC/ Mr./Mrs./Ms.: GS-1/NAF-1/SES-1/YA-1)

Branch: _____ Unit Name: _____ Duty DSN: _____
(Air Force/Army/Marines/Navy/Civilian/NATO)

Duty CIV: _____ Home Phone: _____ Personal Mobile: _____

Official Email: _____
(Required)

Personal Email: _____

Addresses

Home Address: _____
House # Street Name

_____ Town/Village

Mailing Address: _____ APO AE _____
PSC / CMR / UNIT BOX (ZIP CODE)

Spouse Information

Spouse Name: _____

Personal Email: _____

Official Email: _____

Mobile Phone _____

NEXT PAGE STUDENT INFORMATION



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Student Information

(One student Per Line; Up to Four students per Sheet)

Schools: KES / KMS / KHS / SES / SMS / VES

First	MI	Last	D.O.B (MM/DD/YY)	Grade	School	M	F
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First	MI	Last	D.O.B (MM/DD/YY)	Grade	School	M	F
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First	MI	Last	D.O.B (MM/DD/YY)	Grade	School	M	F
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First	MI	Last	D.O.B (MM/DD/YY)	Grade	School	M	F
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(Kapaun School Age Program)

VOGELWEH SCHOOL ONLY Before and After Care on Kapaun

Emergency Contact INFO Other than SPONSOR

Emergency Contact Name: _____

Emergency Contact Home Phone: _____

Emergency Contact Mobile Phone: _____

******This form must be signed by Sponsor or Spouse. Without the signature this request cannot be completed. ******

 **SIGNATURE OF SPONSOR OR SPOUSE **

 DATE SIGNED

For Bus Office Staff Use Only

AM Bus # _____

AM Stop _____

PM Bus # _____

PM Stop _____



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Information for Parents

**** Bus Pass Issue****

You must re-register every school year. The bus office is not informed who departs during the school year. **Bringing the bus form to the school does not count as handing the form in. The bus office is not part of the school.** To make sure the bus office receives the form. It is wise to bring/email the form to the bus office. The bus office is in BLDG 2000 Room 165 on the Kaiserslautern Schools Compound.

****With Exception to Feeders****

Bus passes are not issued at the same time as normal bus passes. **The time frame for issuing bus pass all depends on how the registration is for that school year.** Every year the buses are relooked to see if there is space. Even if you received a bus pass last school year, does not mean you will receive one this school year. Just as you were informed before at any time the bus pass can be requested back. If this would happen then you will be required to transport your student as stated in the policy SOP 05-03.

****Bus Pass Mailing****

Bus passes are mailed during the summer with one mail out. The bus office must have your bus request form in their office prior to the mail out. If you wait till after the mail out you will be required to return the bus office to pick up the passes. There is no exception to this. The bus office will not do more than one mail out.

****Schedules****

It is wise to keep the schedules at your home. On the schedules are midday runs this is for days when the school is only half day. The times are there to give you an idea on the time frame. Just as the pm run is a time frame when the bus will arrive. It is best to be at the bus stops 10min prior to what the schedule states. Due to traffic the bus may be ahead of schedule or behind.

****Questions or Concerns****

If you have any question or concerns about the bus services please email the bus office at Kaiserslautern.sbo@eu.dodea.edu .