

**New Beginnings
Transportation, LLC
(413) 459-6822**

For Business Use Only:

Program Director: _____ Date Sent: _____
Name: _____ Actual Start Date: _____
Address: _____
Contact #: _____

Enrollment Form

Voucher

Private Pay

(Circle One)

Requested Start Date of Transportation: _____ (3-5 day wait period)

Child Information: **(Please Print)**

Name: _____

(Last)

(First)

(Middle Initial)

Date of Birth: _____ Age: _____ Height: _____ (mandatory) Weight: _____ (mandatory)

Home Address: _____

(Street)

(Apt. #)

(City)

(State)

(Zip Code)

Home #: _____ Work #: _____ Cell #: _____

Email: _____

Parent/Guardian Name: _____

(Last)

(First)

Mention any special needs/requirements: _____

Mention any physical/personal situations we need to be aware of: _____

Explain any allergies, daily medications, diabetic, etc: _____

Is there any other information we need to know about your child? _____

Emergency Contacts and Authorized Persons: (Please Print) - Those listed below are the only individuals that will be allowed to take your child(ren) off the vehicle. **Must be at least 18yrs**

1. Name: _____ Relationship: _____
Address: _____ Contact #: _____
2. Name: _____ Relationship: _____
Address: _____ Contact #: _____
3. Name: _____ Relationship: _____
Address: _____ Contact #: _____

Transportation Times and Locations:

Pick Up Time	Pick Up Location	Drop off Location	Drop Off Time

Consent:

I, _____, authorize New Beginnings Transportation, LLC. to pick up and drop off my child on my behalf. I acknowledge that I have read and understand the rules for New Beginnings Transportation, LLC. services as a private business.

Parent/Guardian Signature

Parent/Guardian Signature

- Use of abusive, threatening or vulgar language, or directing such language toward any New Beginnings Transportation staff by any parent or guardian in person or via phone (text) will not be tolerated and will result in immediate termination of transportation services.
- At no time will a child be physically forced onto the van by a parent or program staff. Each child must board the van voluntarily and be seated in the appropriate seat and be buckled by the driver/monitor. At no time should a parent or guardian or staff member enter any vehicle to assist with seating a child. This is the sole responsibility of the driver.
- The bus is not a playground; no horseplay will be tolerated. Keep head, arms and body inside the van at all times. Keep your hands and feet to yourself.
- Avoid loud talking or yelling; as it may distract the driver.
- At no time should any student be in the front of the van.
- Do not throw objects inside of or out of the van.
- No eating or drinking in the van.
- Remain seated with the seatbelt on until the van has come to a complete stop.
- Fights with other students, monitors or drivers will not be tolerated and will result in suspension or termination.
- Use of abusive or vulgar language, or directing such language toward other students or adults by any student will not be tolerated.
- Parents/guardians will be held responsible for any damage to New Beginnings Transportation property
- Medications will not be transported at any time
- New Beginnings Transportation staff are not responsible for any items that need to be given between any program and parents/guardians. It is not our responsibility to pass information such as paperwork, payments, items taken or given by mistake or anything else. We will not be held responsible for any such items.
- New Beginnings Transportation should always have updated information. Anytime a phone number is changed, it is the responsibility of the parent/guardian to provide that updated information to NBT. If at any time we are not able to contact a parent/guardian, transportation will be put on hold until we have a valid contact number.

If a student's conduct is such that the health, safety, comfort or well-being of others is jeopardized prior to boarding the van or on the van, a New Beginnings Transportation employee may deny the privilege of riding the van. If this happens when a child is being picked up from a program and the child is deemed not suitable to board at that time, it is not the responsibility of New Beginnings Transportation to wait or make other arrangements. The child must remain at said program. The driver is in charge of the van and all its passengers and has total authority and responsibility for such.

Transportation will not be provided to any school or program when the school district is closed for inclement weather. If there is a delay within the school district, transportation will follow that delay. If there is a 2 hr delay, then pick up times will be 2 hours later than the regularly scheduled pick up time. This would be the same if there is a 1 hr delay, 1 hr later than regular pick up time.

Parents/guardians should go over safety rules with child(ren).

I authorize New Beginnings Transportation to pick up and/or drop off my child(ren) on my behalf. I acknowledge that I have read and understand the rules for New Beginnings Transportation. I agree to abide by all rules as stated. I understand that if for any reason, any of the above rules are violated, my transportation privileges can be terminated.

I agree that I have read and understand the rules and expectations that are written above.

Name of Student(s) _____
(Print)

Parent/Guardian _____
(Print)

Parent/Guardian _____
(Signature)

(Date)

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Conduct and Responsibilities of the Students/Parents
Transportation services are a privilege, not a right.

- Students must always follow the school bus driver and monitor instructions. The driver's primary concern is for student safety.
- Students should exercise good manners, caution and consideration for other people; show respect for the driver, monitor, the bus, other students and other adults.
- Students may not have anything in their possession that may cause injury to others. Students will not transport any items on the bus that are not permitted at school.
- Parents/guardians must be ready for pick up at their scheduled pickup time. The driver will wait 3 minutes. The driver has a schedule to keep and will leave after the 3 minute wait time. We ask that parents give us a 5-10 minute window on either side of the scheduled pickup time. This allows for absences, traffic, etc. **The driver will not beep the horn in the AM.** No phone call or text will be made to any parent/guardian.
- At drop off, parents /guardians are expected to be looking out for the van. The driver will beep the horn if necessary. Parents/guardians (18 yrs or older) must come out to the van and sign the attendance sheet. Only after the attendance is signed, will the child(ren) will be given to the parent/guardian.
- If for any reason, no one is at home at the time of drop off and your child(ren) have to be returned to the daycare or program, or brought to the transportation office when the daycare or program is closed, there will be a \$25 fee per child assessed. This fee must be paid for transportation to continue.
- **Parents/guardians are responsible for notifying New Beginnings Transportation if their child is going to be absent.**
- If a child is absent for pickup in the morning from home or absent from daycare for school, the child will be considered absent and **WILL NOT** be on the schedule for the afternoon. Parents/guardians must contact the New Beginnings Transportation office (413-459-6822) by 9am to inform them that the child was dropped off. **This notification is solely the responsibility of the parent/guardian, NOT the daycare.** If there is no answer - a message must be left via voicemail or text. If a return phone call or text response is not received by the parent or guardian, they must follow up with a phone call just to ensure their message was received.
- If a child is absent for 3 days in a row without notification from the parent/guardian, either on the morning van or afternoon van, transportation will be suspended until parent or guardian contacts New Beginnings Transportation.

Parent/Guardian Authorization

Date: _____

I, _____ certify that I am a parent or legal guardian
(Name of Parent/Guardian)

of _____ and I hereby authorize New Beginning
(Name of Child)

Transportations, LLC. to release my child to any emergency contact person(s) whose information is on record in the event that I or any other person authorized by me in writing is not available to receive my child at his/her designated drop off location.

(Signature)

Please read the information below. Initial each statement as acknowledgment and understanding.

_____ **Private Pay** payments are due every **Friday** to continue transportation into the next week. **Transportation will be on hold until the fee is paid.** No exceptions.

_____ Copy of voucher or confirmation of voucher from daycare or program must be submitted prior to enrollment form being considered for transportation.

_____ Requested pick up times must be within a 30 minute time frame.

_____ **Weather** - During inclement weather, if the district you live in or the district your daycare program is located in is closed, no transportation will be provided.

New Beginnings Transportation, LLC reserves the right to cancel transportation in the case of any extreme weather conditions.