

## HGBCS Bus Transportation

HGBCS will resume bus services operating between Hickory Grove North campus and Hickory Grove Main campus on August 23, 2011. Bus assignments will be determined by ridership between the Elementary, Middle and High School areas. Registrations will be taken in the order received by the finance office. Please direct all questions regarding bus enrollment to Sandra Smith at 704-566-7518 or sandrasmith@hgbc.org.

A completed bus form must be received and approved by the HGBCS Finance Department prior to using bus services. Bus confirmations will be acknowledged by e-mail. To obtain form, go to [www.hgbc.org](http://www.hgbc.org). 2011-12 Mandatory School Forms and select Bus Transportation Form. Mail form to HGBCS, Attn. Sandra Smith, Finance Dept., 6050 Hickory Grove Rd., Charlotte, NC 28215.

1. **Cost:** \$35.00 per month, per student. Once registered, billing will be added to your FACTS account. Charges will be in full month increments and will not be pro-rated.
2. **Morning Drop-Off:** Buses may be boarded between **6:45 a.m. - 7:00a.m.** All buses leave HG North promptly at 7:00 am  
**Afternoon return times:**  
Buses Leave HG Main - **2:45 pm** Arrive HG North - approx. **3:15 pm**.  
Due to time restraints, drivers are not responsible for students missing the bus for either the morning or afternoon trips.
3. Students not picked-up by 3:15 will be taken to the North Campus building by the Afterschool Director and charged \$1.00 per minute late fee until released to the parent.
4. Students enrolled in the **North Campus Afterschool Program** will be taken to the North Campus Building by the program director.
5. Parents are to follow the set traffic pattern and remain in their cars during both the morning drop-off and the afternoon pickup. Student Car Tags will be required in order for students to disembark the bus.
6. **Additional riders** are not permitted to ride the bus with assigned students at any time.
7. Students are expected to obey school and bus guidelines at all times:
  - a. Students are to remain in their assigned seats at all times until the driver gives permission to disembark.
  - b. Students are to listen and follow directions when given by the driver or substitute driver.

**Bus transportation will be available provided there are enough students to cover the costs of this service. Students will be given service on a first come, first serve basis.**

**Bus Transportation Form**

**Please complete one form per family**

**Student's First & Last Name** \_\_\_\_\_ **Gr. Level:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency contact other than parent: \_\_\_\_\_ Phone \_\_\_\_\_

\*Used only if parent is not able to be reached

Return to: HGBCS  
Attn. Sandra Smith, Finance Dept.  
6050 Hickory Grove Rd.  
Charlotte, NC. 28215

**Office use only**

Date Received \_\_\_\_\_  
Confirmation e-mailed to parent \_\_\_\_\_  
Notice sent to Elem. \_\_\_\_\_  
                  M.S. \_\_\_\_\_  
                  H.S. \_\_\_\_\_  
Notice sent to Transportation \_\_\_\_\_

**Approved** \_\_\_\_ **Not Approved** \_\_\_\_