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## Summary of Transportation Services 2019-2020

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The Boys & Girls Club of Cheyenne (BGCC) implements a transportation program for Club members. Club bus transportation will be provided from the following schools; **Carey, Johnson, and McCormick Junior High Schools and Central, East, South, and Triumph High Schools**. The BGCC will pick up registered members at their respective schools or cluster locations and transport them to the Boys & Girls Club of Cheyenne. This service is a wonderful opportunity for daytime working parents/guardians who need a safe and reliable way for their children to get from school to the Club during the week.

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### Procedures

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BGCC will transport members to the BGCC Monday–Friday on school days as determined by the LCSD1 from school to the BGCC.

Attendance: Seats are limited and given to members who will use the transportation on a regular basis. Attendance will formally be taken inside Club vehicles.

Seats will be filled on a first come first served basis. Children must be registered members of the BGCC and have completed a current Transportation Application in order to access transportation or be placed on the wait list. Parents/guardians will be notified as seats become available.

Pick Up Location and Times: The bus will not wait more than 5 minutes for your child.

McCormick: by front door Western Hills Drive 2:45-2:55 pm

Central: by main front doors parent pick up loop 2:55-3:00 pm approximately

Carey: by main doors by flag pole 3:10-3:15 pm approximately

East: by bus pick up lane on west side of building 3:15- 3:20 pm approximately

Johnson: on the northeast corner of the building following LCSD1 special needs buses 2:45-2:50 pm

South: by main front doors parent pick up loop immediately following Johnson pick up. 2:50-2:55 pm

Triumph: by main front doors 3:00 pm

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### Transportation Costs

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**To help keep the transportation costs low, we ask that transportation fees are paid prior to the month your child will ride the bus.**

\$20.00 per month per child when paid by cash or check.

DFS child care assistance benefits may apply for qualifying children.

Transportation fees are subject to change and may change during the school year.

Enrollment for the transportation service is a monthly commitment. We do not offer enrollment by the week. Transportation costs may be paid up front for an entire year or several months in advance. When you sign up and pay, you are reserving the space and staffing for your child whether or not your child rides the bus.

Transportation fees must be paid in advance of the service. If a payment is not received, your child will be left at their school and their seat will be offered to a member on the waiting list. Checks, money order, Visa, MasterCard, or cash is accepted. There will be \$20.00 service fee on all returned checks.

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## Role of the BGCC Member

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Safety aboard the bus begins with the Club member. Certain basic rules of conduct combined with the use of common sense are necessary to assure a safe ride on the bus. Parents are asked to read the following rules with your son/daughter. The cooperation of everyone in following these simple rules will make the entire transportation experience a pleasant and safe ride for all.

### **TO KEEP YOUR RIDING PRIVILEGE, PLEASE FOLLOW THESE GUIDELINES:**

**Members must obey Club Member Expectations at all times, including but not limited to:**

- All personal belongings such as cell phones, iPods, iPads, and electronics must stay in backpacks.
- Eating or drinking is not allowed during times of transport. (including chewing gum)
- Members are expected to sit appropriately in their seats and wear seat belts, if provided.
- Book bags should not be worn on the back while riding on the bus so that members sit with their backs against the seat.
- Be cooperative with the bus driver including arriving at the bus in a timely manner.
- Keep your hands inside the bus at all times.
- Keep the bus clean.
- Parents/guardians are responsible for any damage caused by their child.

Any member reported for misconduct on the bus will be held responsible for his/her behavior and may be subject to disciplinary action. Staff will use a "Conduct Summary" that will identify a violation committed by the member. If necessary, actions will result in suspension or termination of the member's bus riding privileges. The final decision will be determined by the BGCC Club Director and will take into account the severity of the incident and surrounding circumstances.

**Any member could be suspended from the bus at any time without the existence of prior rule violations if BGCC staff determines it is warranted due to the seriousness of the rule violation or if the child endangers him/herself or any member of the group.**

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## Role of the Parent/Guardian

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Parents/guardians are encouraged to call the BGCC when their child will not be riding the bus. This helps ensure our routes remain on schedule and that we are not waiting on members who will not be riding. **The bus will not wait more than 5 minutes for your child, see approximate pick up times and locations.**

Parents/guardians must call the BGCC immediately when there is a change of phone number or other contact information. In the event of an emergency, it is essential that the BGCC has a number where an emergency contact can be reached.

Parents/guardians are an important part of the smooth operation of the BGCC transportation service. You can help promote and maintain safety in many different ways, including but not limited to:

- Review the rules and responsibilities of riding the bus with your child or children.
- Be sure your child or children understand the consequences of breaking the rules.

**PLEASE NOTE:** Parents/guardians of students with disabilities should notify the BGCC staff in writing of any physical or medical needs necessary to participate in the transportation services. BGCC staff will work with the member and parents/guardians to determine whether appropriate accommodations can be met.

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## Inclement Weather/Emergency Situations

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- If Laramie County School District One classes are cancelled due to inclement weather, the BGCC will **NOT** provide transportation and the Club will be closed.
- If Laramie County School District One is in session and BGCC determines the roads are too hazardous to transport youth, the BGCC may still be open, but it becomes the responsibility of parents/guardians to provide transportation to the BGCC. In the event of severe weather or questionable roads, **it will be parent/guardian's responsibility to call BGCC** to find out whether the BGCC will be open and whether BGCC buses will be in service. . However, we will notify local media, post updates on our website [www.bgcchey.org](http://www.bgcchey.org), and post updates on our Facebook page.

### **Vehicle Arrangements in a Breakdown/Emergency Situation:**

Should the bus fail to operate, or the driver of the bus determine that the bus is unsafe while away from the BGCC, a safe, alternative form of transportation will be arranged.

BGCC staff will ensure the safety of all members while awaiting alternative transportation. Should a BGCC bus fail to operate properly while in transit, the bus driver will use his/her best judgment and training received as to when to evacuate a vehicle in a breakdown/emergency situation. In such an event, members will be quickly, but safely, moved (across road if necessary) to a secure location away from the vehicle.



# Boys & Girls Club of Cheyenne

## TRANSPORTATION APPLICATION 2019-2020

### BGCC MEMBER INFORMATION

Club Member Name:

Current address:

Home Phone:

Age:

School:

### PARENT/GUARDIAN #1

Parent/Guardian Name:

Full Home Address:

Employer Name:

Hours of the Day at Work:

Home Phone:

Cell Phone:

Email:

Work Phone:

### PARENT/GUARDIAN #2

Parent/Guardian Name:

Full Home Address:

Employer Name:

Hours of the Day at Work:

Home Phone:

Cell Phone:

Email:

Work Phone:

### EMERGENCY CONTACT #1

Name of a person **not** residing with you:

Street Address:

Phone #1:

City:

State:

Phone #2:

Relationship:

### EMERGENCY CONTACT #2

Name of a person **not** residing with you:

Street Address:

Phone #1:

City:

State:

Phone #2:

Relationship:

**OVER**

**Boys & Girls Club of Cheyenne**  
**TRANSPORTATION APPLICATION**

**2019-2020**

**SIGNATURE/RELEASE OF LIABILITY & ASSUMPTION OF RISK**

I am aware that certain risks and dangers may be encountered during the course of the program offered by Boys & Girls Club of Cheyenne, its agents and associates. These risks may result in the loss of property, personal injury, including emotional trauma and in extreme cases even death. I acknowledge and voluntarily assume these risks and all others associated with the activities in which my child/ward will be participating and accept full responsibility for my child/ward's safety, personal property and well-being in encountering such risks.

I agree to release the Boys & Girls Club of Cheyenne, its agents, representatives, officers, directors, overseers, employees, drivers, independent contractors, other participants and all others associated with it, from any right, claim or cause of action which I may have for any injury, damage or loss to person arising from my child/ward's participation in any activity of the Boys & Girls Club of Cheyenne. I further agree to defend, hold harmless and indemnify the Boys & Girls Club of Cheyenne and those persons and entities described above, from any claim, and from any liability, loss damages or expenses (including attorney's fees) resulting from a claim, brought by a fellow student or other person for loss or damage caused in whole or in part by my child/ward's participation.

I am aware that the Boys & Girls Club of Cheyenne is a 501(c)(3) charitable corporation located in Cheyenne, Wyoming, USA. This release of liability and assumption of risk shall be governed by the laws of the State of Wyoming. If any part of this agreement is found to be invalid, the remainder of the agreement nevertheless shall be of full force and effect.

I have read, understand and agree to the terms as detailed above, which are binding upon me, my spouse, heirs, executors, administrators and assigns.

I am aware that transportation fees need to be paid prior to receiving service.

On behalf of myself and my child, I hereby authorize and request Boys & Girls Club of Cheyenne to provide transportation services to my child in conjunction with the Laramie County School District One.

Member Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_