



July 18, 2025

Once again, we find ourselves preparing for another school year and would like to ask parents who will be using our service in 2025/2026 to fill out a registration and policy form. We ask that this form be returned to our office no later than Wednesday, August 13, 2025. Any form that we receive after August 13, 2025, will put the student on a waiting list, and the parents will be contacted when a seat becomes available.

Sincerely,

*Theresa Fisher*

Theresa Fisher  
Director

Enclosed you will find “Student Rules of Conduct” and the payment policy for 2025/2026 KPTA transportation. Please read over both carefully and go over these rules with your student. Retain the rules and payment policy for future reference.

I have read and understood the “Student Rules of Conduct” for KPTA transportation, and I have explained the rules to my students. I have also read and understood the cost and payment policy for student passes.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE  
(Additional signatures on back)

\_\_\_\_\_  
DATE

Students who create any type of problem during transportation may be reported to the school administration and their parent/guardian. Kalkaska Area Transit has the right to “ban” a student from transportation services when necessary. KAT also retains the right to reinstate or not to reinstate riding privileges.

*Thank you for using KAT for your transportation needs.*



## Student Registration

The safety of our students is extremely important to us. To help ensure that all children are safe while riding the bus, we need your cooperation and support. We have made every effort to locate pickup and drop-off points away from roadways to provide a safer environment for students waiting for the bus. We **strongly encourage parents or guardians to wait with their child** until they board the bus. You must be present at the designated pickup point on time when the bus arrives in the afternoon.

### Important Policy for Kindergarten through 5th Grade Students:

**No K-5 student will be left at a drop-off location without an adult present.** If no adult is present, the bus driver will **wait a few minutes**. If no one arrives, dispatch will **call** the student's home phone number. If a parent or guardian **cannot be reached**, the child will **remain on the bus and be returned to the Transit Office**.

**Please take the time to review the enclosed bus rules with your child(ren).** All passengers are expected to behave in a respectful and responsible manner while riding public transportation.

**Inappropriate behavior of any kind may result in the suspension or loss of bus riding privileges.**

Respect for fellow passengers, the driver, and the bus environment is essential to maintaining a safe and positive experience for everyone. Thank you for your cooperation and support.

STUDENT NAME	GRADE/SCHOOL	TRANSIT STOP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you need transportation for A.M., P.M. or BOTH WAYS? **Please circle one.**

PARENT or GUARDIAN NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PRIMARY PHONE # \_\_\_\_\_ SECOND PHONE # \_\_\_\_\_

EMERGENCY PHONE # \_\_\_\_\_

(Please state the person we are calling other than the parent)

*Thank you for using KAT for your transportation needs.*

*Kalkaska Public Transit Authority*

1251 Island Lake Road · PO Box 1046 · Kalkaska, Michigan 49646 · (231) 258-6808 · Fax (231) 258-6810 · [www.kalkaskatransit.com](http://www.kalkaskatransit.com)



## Student Rules of Conduct

The Kalkaska Area Transit will provide the best possible care, welfare, safety, and security for every passenger. Any acts of violence or destruction of property will be reported to law enforcement.

All students are subject to the following rules for safe bus riding:

- **KAT has a zero-tolerance policy that prohibits fighting, arguing, acts of intimidation, threats, rudeness, or any form of bullying on all KAT buses.**
- All students should be at the designated stops and ready to board the bus on time.
- The bus operator is in charge of the bus at all times. Students are expected to obey the directives of the operator at all times.
- Once seated, students are required to remain seated until the bus stops. Students who fail to remain in their seats will be assigned a seat.
- No Public Displays of Affection (PDA) allowed on any KPTA buses.
- All items are to be kept out of the aisle, including your feet.
- No objects or body parts will be extended outside of the bus windows.
- Throwing of objects inside or out of the windows of the bus is not permitted.
- Horseplay, pushing, shoving, or fighting will not be tolerated on the bus or at the bus stops.
- Drinking, eating, smoking, and the use of profanity or foul language is prohibited on the bus.
- Personal audio equipment is permitted, but only with a headset.
- All trash must be placed in the container provided on the bus.
- Weapons of any kind are not allowed on the bus.
- If your student(s) miss five consecutive days and we do not receive a call at our office, we may remove your child/children from the bus.
- If your student(s) wish to have a friend ride home with them, **YOU MUST** call the office to inquire if there is a seat available. If you do not call our office, we will not be able to transport them.
- For your child's safety, please call and cancel. We **DO NOT** leave the school if a child kindergarten-5<sup>th</sup> grade doesn't board the bus and they haven't been confirmed cancelled.

*Thank you for using KAT for your transportation needs.*