

PEPPERMINT TRANSIT, LLC TRANSPORTATION AGREEMENT

PepperMint Transit strives on making everyone safe using our services. Drivers, parents, children and care givers work together in implementing a safe riding experience for families. To ensure we are meeting the needs of our families we have established community rules, boundaries and expectations.

This agreement is between the transportation company, parent(s)/guardian(s) and riders. When you receive your copy of the agreement, please read through all elements carefully, review the information with your child, and sign and return it to the PEP by email to jonesp@pepperminttransit.com or by fax 800-420-3496.

Thank you,

PepperMint Transit, LLC
By: Patricia Jones



DRIVERS – RULES & EXPECTATIONS

Expectations:

1. Drivers will wait up to 3 minutes for a rider at the time of pickup. If a rider is not out by that time, the driver must proceed to the next family on their route.
2. Riders will not be unattended in the vehicle at anytime, for any reason – there will always be a supervising adult present approved by the company.
3. Drivers will not make any unscheduled stops with riders present.
4. Drivers will not pick up any additional riders while driving PEP riders, unless there is a specific agreement between PEP and the caregiver.
5. Drivers will not talk on their cell phone when driving PEP riders to and from their destination.
6. Drivers will not offer riders any food, drinks, gum, gifts, etc; or allow them to eat or drink in the vehicle.
7. If riders are acting out in an aggressive or unsafe manner (verbally or physically), the driver will pull the vehicle over, where appropriate, until riders once again act in a safe, responsible manner.
8. If the unsafe behavior continues, the driver will contact dispatch and call parents for assistance or pickup.
9. Drivers will immediately (verbally) report all misbehavior to PEP staff when s/he arrives at PEP, or by phone while driving riders home; and will follow-up by writing a formal report to be forwarded to PEP within 24 hours of the incident.



10. Drivers will not “hold” any personal property of any kind of the riders. Any property left in the vehicle will need to be reported to PEP immediately.

Arrival:

1. Arrival is determined based on school hours. Vehicles will drop riders off at the front door if they attend child care (home or center) or follow the instructions provided by the schools for riders being transported by a vehicle. Please view the districts school calendar for arrival times.

2. Students will verify their driver with the company decal that will be located in the lower right-hand corner of the windshield before entering the vehicle.

3. Prior to dropping a rider off, drivers must ensure that a teacher or staff member of the child care facility is present to accompany the rider from their vehicle into the school or daycare.

Dismissal:

1. Dismissal will be determined based on the hours of the school. Please view the districts school calendar for dismissal times.

2. Drivers will line up as close as they can to the curb in front of the school for pickup.

RIDERS – RULES & EXPECTATIONS

The transportation provided for PEP riders in an extension of the school, in that, all school rules, boundaries, expectations and consequences apply while riders are being transported to and from school or child care.

In the Morning:

1. Be ready at least 5 minutes before the driver is scheduled to arrive, and come out of your home and get on the vehicle as soon as it arrives.

2. If in a group of waiting riders, maintain appropriate boundaries and behavior and avoid horseplay.

3. Wait to cross the street and/or approach the vehicle only after it has stopped, and the driver has put on the flashing lights and/or signaled you to cross.

4. Only get on and off your assigned stop.

Road Rules:

1. Follow instructions of the driver to assist with where you will sit.

2. Remain seated during the ride, wear your seat belt and face forward.

3. Keep hands, heads, arms and legs inside the vehicle.

4. Never play with handles, windows or any emergency supply kits.

5. Never throw or pass around any object(s).



6. Never carry on live animals of any kind.
7. Only carry on items that can easily be held in your lap.
8. No eating or drinking.
9. No food or drinks (unless you have received specific permission from PEP Administration).
10. Do not accept any items from the driver – food, drinks, gum, gifts, etc.
11. Interact positively with peers; and use appropriate voice tone, volume and language.
12. No vandalism of the vehicle or anyone's property.
13. No cell phones (unless you have received specific permission from PEP Administration).
 - a. Administration-approved cell phones must not be used at any time during the ride and phones must be in the off position and inside the rider's school bag
14. No exchanging, trading or borrowing of any items – all riders will be responsible for their own personal belongings.
15. Respect everyone's (driver and riders) personal space, and their right to a peaceful ride – no arguing, profanity, obscene gestures, bullying, antagonizing, horseplay, or fighting.
16. No weapons of any kind.
17. No hazardous materials or nuisance items (laser lights, etc.).
18. No cameras or any electronic devices where the internet can be accessed.
19. No tobacco products, drugs, alcohol or any other controlled substance.
20. No medications of any kind (unless you have received specific permission from PEP Administration).

DISCIPLINE POLICY

Any rider who does not follow the identified rules will be subject to the following disciplinary procedure. This protocol will start simply – between the driver and the rider – but continued issues will lead to a progression in reporting and consequences.

Informal (Verbal) Interactions & Reports:

1. The driver will speak with the rider about the inappropriate behavior.
2. The driver may instruct the rider to sit quietly throughout the ride.
3. The driver may assign the rider to a specific seat, or may restrict the rider from sitting in a specific area of the vehicle.
4. The driver will speak with PEP staff about inappropriate behavior and interventions that are being attempted.



Formal (Written) Interactions & Warnings (when informal interventions are ineffective):

1. **First Warning** - The driver will formally write-up the rider's behavior and forward this report to PEP staff. Parent/Guardian will be notified of the incident on the rider's home note.
2. **Second Warning** - The driver will formally write-up the rider's behavior and forward this report to PEP staff. Parent/Guardian will be notified of the incident via phone or e-mail.
3. **Third Warning** - The driver will formally write-up the rider's behavior and forward this report to PEP staff. The rider will write a paper identifying the changes s/he plans to make in order to behave more appropriately. Parent/Guardian will be notified of the incident via phone or e-mail.
4. **Final Warning** - The driver will formally write-up the rider's behavior and forward this report to PEP staff. Behavioral Intervention staff will follow up with the driver, and the rider will be suspended for one day. Parent/Guardian will be notified of the incident via phone or email.
5. Any further incidents will lead to termination of services for the remainder of the school year.

Please feel free to contact PEPPERMINT TRANSIT with any questions or concerns – 918.928.2997

See page 5 for the agreement accompanying this policy; this agreement must include the rider's name and parent/guardian signature.



PEPPERMINT TRANSIT, LLC
TRANSPORTATION AGREEMENT

I have read and discussed this policy with my child:

Parent/Guardian Name – please print

Parent/Guardian Signature

Date

I have reviewed this policy with my parent/guardian and agree to abide by it:

Rider Name – please print

