



Brace Bus Policies

We have exciting news for your family! You now have another way to get your child to and from their orthodontic appointments courtesy of Girdwood Orthodontics. As a part of our commitment to providing your family with exceptional service we are excited to offer our complimentary patient transportation service - The Girdwood Orthodontics "Brace Bus".

We will pick students up from Berry Intermediate ,Lebanon Junior High, Lebanon Senior High and Lebanon Christian School. We will bring them to their orthodontic appointment and then return them to school after their appointment.

This service is provided at no charge, exclusively for Girdwood Orthodontics patients.

In effort to serve you most effectively, we ask that you follow to the following guidelines:

- 1. Patient's parent/legal guardian must complete and sign both the School Transportation form and Request for Transportation Authorization form in order to benefit from this service.*
- 2. "Brace Bus" appointments are scheduled on a first come basis for patients with whom both parents working and are in good financial standing. Accounts that become delinquent will be ineligible for this service until the account is brought current. Our appointment coordinators will make every effort to schedule all of your child's appointments so they may ride the Brace Bus.*
- 3. The Brace Bus will run between the hours of 9:30a.m.-12:00p.m. Monday-Wednesday. The Brace Bus will pick up your child for their appointment and return them to school after all the patients sharing the Brace Bus have completed their appointment.*
- 4. This service is available for procedures pertaining to the adjustment of braces. (appliances, places or removing braces, emergencies, long appointments, appointments where parents are requested, etc.)*
- 5. Please put the Girdwood Orthodontics "Brace Bus" on your schools registration and pick-up list. It is the parents' responsibility to notify their child's school, according to the school's specific protocols on the day of his/her appointment stating that he/she will be picked up by the "Brace Bus". It is the patient's responsibility to report to the office at the pick-up time. We cannot wait more than 5 minutes for any patient to arrive at the school's office waiting area. Failure to show, or properly notify the school, will result in a cancelled appointment. If the patient is absent from school the day they are to ride the "Brace Bus", please call our office that morning so that the driver will be informed.*
- 6. If school is delayed or cancelled due to inclement weather, the service will be cancelled for that day. When this occurs it is always the parent/legal guardian's responsibility to reschedule a new appointment for the patient, or to arrange alternate transportation.*
- 7. Patients are required to wear a seat belt while being transported. Patients are asked not to eat or drink while on board the Brace Bus.*
- 8. Misconduct of a patient while aboard the Brace Bus will result in the suspension from the service. Any damage to the vehicle caused by the patient shall be the monetary responsibility of the parent/legal guardian.*
- 9. Repeated or excessive cancellation of Brace Bus appointments will result in the inability to utilize this service.*

I have read and understood: _____

We look forward to giving you the coolest ride in town!