ALTERNATE TRANSPORTATION PICK UP AND/OR DROP OFF FORM

The district recognizes that a variety of work schedules exist, and is willing to assist by arranging transportation schedules when possible. To accomplish this end, approval for alternate pick-ups and drop-offs are contingent on the following:

Terms for Alternate Address
1. The student must be eligible for transportation services.
2. The alternate address must be within the attendance area of the child’s school.
3. The alternate address must be on an existing bus route. Alternate stops will be limited to Board of Education Policy.
4. There must be space available on the bus.
5. The licensed alternate address is expected to be in the attendance area of the child’s school. Alternate transportation may require extended periods of time on the bus as well as transfers.
6. For efficiency of operation and child safety, only one alternate address will be accepted.
7. A new request must be filed at the school of attendance at least five (5) working days prior to the effective date.
8. In order to establish and publish bus route information, requests must be submitted prior to August 1st. Requests filed after August 1st will not be implemented until September 15th.

*This original request form must be mailed to the address above.

Student Name__________________________ School __________________ Grade ______
Home Address _____________________________________________________________
Home Phone # _________________________ Work Phone # ________________________
Alternate Address__________________________________________________________
Contact Name _______________________________ Alternate Phone #______________
School Year _________________________________ Effective Date_________________
Monday am__________________________ pm_____________________________
Tuesday am__________________________ pm_____________________________
Wednesday am__________________________ pm___________________________
Thursday am__________________________ pm_____________________________
Friday am__________________________ pm_______________________________
Parent/Guardian Signature___________________________Application Date ___________
Approved by: ____________ Denied for the following reason: _______________________
3/2/06