

# LANCASTER CSD TRANSPORTATION DEPARTMENT

295 PLEASANT VIEW DRIVE

LANCASTER, NY 14086

PHONE: 686-3290



## 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 1<sup>st</sup>. Requests filed after August 1<sup>st</sup> will not be implemented until September 15<sup>th</sup>.

**\*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: \_\_\_\_\_