

## Request for Alternate Transportation Services

**The following is the Alternate Transportation criteria which must be met to be eligible for an alternate stop location:**

1. The student's parent/legal guardian must complete a formal written application to request alternate bus services. It must be submitted to and approved by the campus principal where the student attends school. If it is approved at the campus level, it will be forwarded to the Transportation Department. Final approval will be granted if it meets the criteria set forth in this policy.
2. It is anticipated that this approval process may take up to three school days.
3. Transportation to Alternate Stops will ONLY be provided to existing stops on existing routes with the attendance area of the assigned school.
4. Alternate transportation is not guaranteed and is subject to seat availability and routing restrictions.
5. Alternate transportation requests is designed to get students to and from school and will not be approved for any extracurricular activities that are not supported by the district.
6. As allowed by state law, alternate transportation service to or from a licensed daycare facility will be approved if the location of the daycare meets the other criteria specified previously.
7. After a Request for Alternate Transportation is approved for an elementary student, the driver will be notified and the campus will issue a pass. The student must have the pass in their possession at all times so that the bus driver and campus personnel can make certain that students are boarding the correct bus.

**NOTE TO BUS DRIVERS:** Bus drivers must be aware of who is boarding their bus at all times. Students wanting to ride who do not live on the established route or want to get off at a different stop other than their assigned stop may not do so unless the driver has been given a copy of this form which has been approved as specified above. The Transportation Office should be notified immediately if a student attempts to ride without prior approval.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Campus \_\_\_\_\_

Student's Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Reason for Alternate Transportation Request \_\_\_\_\_

Address for Alternate Transportation Service \_\_\_\_\_

This Request for Alternate Transportation Service is for: Which Date or Dates: \_\_\_\_\_

Which trip : Morning Trip to School    Afternoon Trip from School    Days of the Week : M    T    W    T    F

Student/Parent Residing at Alternate Address: \_\_\_\_\_

I certify that I am the parent/guardian of the child listed above and that all information is correct to the best of my knowledge. I understand that, if approved, the transfer is for a period of one year and must to be renewed each school year and granted conditionally on the stated criteria.

Parent/Guardian \_\_\_\_\_

Print Name

Signature

Date

**OFFICE USE ONLY**

DENIED

Reason: \_\_\_\_\_

APPROVED

**AM:** Route# \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**PM:** Route# \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Parent Contacted:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **School Contacted** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Required Signatures:**

\_\_\_\_\_  
Campus Administrator/ Date

\_\_\_\_\_  
Transportation Administrator/ Date