



REQUEST FOR ALTERNATE BUS ASSIGNMENT FOR DAY CARE

To determine eligibility for an alternate bus assignment, respond to the following questions:

- Yes No Student will be riding the same morning bus everyday (can be different than afternoon bus)
- Yes No Student will be riding the same afternoon bus everyday (can be different than morning bus)
- Yes No The daycare provider is on the approved for transportation list.
- Yes No The request is for the entire school year

If the answers to all 4 questions are yes, complete the form below. If one or more of the answers is no, your child is ineligible for an alternative bus assignment. **Note: The approval of your request is contingent on seat availability and the Director of Transportation for the District.**

School _____		School Year _____	
Student First Name _____	Last Name _____	Grade _____	
Parent/Guardian First Name _____	Last Name _____		
Address _____	Municipality _____	State _____	Zip _____
Home Phone # _____	Cell/Alternate Phone # _____	Emergency # _____	

NEW DESTINATION REQUESTED: **AM ONLY:** **PM ONLY:** **BOTH:**

Daycare Provider's Name _____	Phone # _____
Address _____	Start Date*** _____

I understand and agree that an alternative bus arrangement for daycare purposes depends on (1) the request is for the entire school year; (2) the daycare provider must be on the approved for transportation list;(3) the student must have the same morning bus and same afternoon bus assignment five days per week; (4) the assignment of students to an alternate bus is contingent on space availability at the time of the request [there will be no re-routing of buses].

Further, I agree that if the daycare provider is closed due to inclement weather and/or emergency situations, I am responsible for transportation to and/or from school. Additionally, I have read and understand the procedures listed on the reverse side of this form.*****Bus updates are submitted to garages on Wednesdays at noon to be effective the following Monday. No exceptions.**

Parent/Guardian Signature _____ Date _____

Granted Denied Starting Date _____ Bus Number _____ Stop _____

Director of Transportation's Signature _____ Date _____

Updated Student Record Notified Bus Company

Procedures and Conditions for Requesting Alternate Bus Assignment for Daycare Purposes

In order to have students transported to an alternate site for daycare purposes, it is necessary to complete and submit to the transportation or school office the **Request for Alternate Bus Assignment for Daycare Purposes** application. This application must be submitted a minimum of one week prior to when transportation is requested to start.

*****Bus updates are submitted to garages on Wednesdays at noon to be effective the following Monday. No exceptions.**

Approval of the request is contingent on the signature and approval Director of Transportation. The request will be granted only if there is space available on the existing bus route and if the conditions listed below are followed and agreed to by the parent / guardian.

1. Same Bus

The student must ride the same bus in the morning all five days from the same location. The student must ride the same bus in the afternoon all five days to the same location. Example: A student may be picked up at a daycare provider on Bus A in the morning and taken home on Bus B from school to home.

2. Existing Bus Route

Bus routes will not be rerouted to accommodate a daycare request nor an additional bus added if the bus on that route is at capacity. The closest school district bus stop to the daycare may be used to pick up or drop off students. Students must be ready to board the bus upon arrival.

3. Space Availability

The assignment of a student to an alternate bus is contingent on space availability. If the bus route requested is full at the time of the request, the request will be denied. The district will not move stops from one bus to another or re-route buses to accommodate a daycare request.

4. Emergency Closings

If the daycare provider's facility is closed due to emergency or inclement weather, parents are responsible for providing transportation to and from school. Students may not use their home school assignment in the event of an emergency since that bus may be at capacity. If the facility closes early, parents must pick up their child(ren) at the regular school dismissal time.

5. Annual Request

The request for alternate transportation must be for the entire school year. If you must change a daycare provider during the school year, **remember that bus contractors receive bus updates on Wednesdays to be effective the following Monday**. Other arrangements for transportation must be made until the request is processed.