



**Medford Area Public School District**  
**Bus Routes**  
**New/Alternate Pick-up/Drop-off Form**  
(Return to School Office)

**FILE: EEAA-R**

Alternative Transportation Requests

- New student requests for transportation must be made in writing using the New/Alternate Pick-up/Drop-off Form for any student who registers after June 15. A copy of the completed New/Alternate Pick-up/Drop-off Form shall be forwarded to the Director of Transportation so that a building assignment for the student can be made concurrent with policy JECC (Assignment of Students to Schools). Routes may be re-scheduled to accommodate newly registered K-12 students who reside within the district boundaries.
- Requests for transportation to and/or from a child care provider must be made in writing using the New/Alternate Pick-up/Drop-off Form.
- Requests for more than one pick-up/drop-off point must be made in writing using the New/Alternate Pick-up/Drop-off Form.
- Requests for a change in the established pick-up/drop-off point must be made in writing using the New/Alternate Pick-up/Drop-off Form.

Changes (Each change will require completing a new New/Alternate Pick-up/Drop-off Form)

- All permanent New/Alternate Pick-up/Drop-off Forms must be received before a change is to become effective during the school year. Phone calls cannot be accepted except in emergency situations. Such exceptions must be approved by the building principal or his/her designee.
- A New/Alternate Pick-up/Drop-off Form must be completed for each new school year.
- School buses will not deviate from scheduled routes during the year to accommodate a change in a child care provider once the route has been established at the beginning of the school year unless the route change can be reasonably accommodated by the transportation contractor.
- Pick-up and drop-off points must be on a scheduled basis and must be documented on the New/Alternate Pick-up/Drop-off Form.

Please check all boxes that apply

- New student registration  
(for any student who registers after June 15).
- Beginning of the year pick-up/drop-off request  
(for any student who will go to any address which differs from that of the first or primary legal guardian).
- Request for additional pick-up/drop-off  
(for any student who will have more than one pick-up/drop-off point. The additional pick-up/drop-off must be received by the contractor before it will become effective; the additional pick-up/drop-off must be on a scheduled basis).
- Request for change in pick-up/drop-off  
(for any student who requires a change in their current pick-up/drop-off point. This New/Alternate Pick-up/Drop-off Form must be received by the contractor before it will become effective; the pick-up/drop-off must be on a scheduled basis).

**Bus Routes**  
**New / Alternate Pick-Up / Drop-Off Form (EEAA-R-E)**  
 (Return to School Office)

**NOTE: Only complete this form if pick up or drop off is OTHER than home.**

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent #1:		Parent #2:	
Parent Name:		Parent Name:	
Address (Street)		Address (Street)	
(City/State/Zip)		(City/State/Zip)	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	

I request that my child be transported to and/or from the designated address(es) listed below:

To School                       From School                       Both

Name of Residence Holder:					
Address (Street)					
(City/State/Zip)					
Phone:					
Days (circle all that apply):	Monday	Tuesday	Wednesday	Thursday	Friday
Effective Date:					
Comments:					

To School                       From School                       Both

Name of Residence Holder:					
Address (Street)					
(City/State/Zip)					
Phone:					
Days (circle all that apply):	Monday	Tuesday	Wednesday	Thursday	Friday
Effective Date:					
Comments:					

**School Personnel: Fax ALL forms to the Transportation Contractor  
 Pick-Up / Drop Off Change / Addition Copy to Classroom Teacher**