



Bus Routes – New / Alternate Pick-Up / Drop-Off Form (Return to School Office)

Alternative Transportation Requests

1. New student requests for transportation following the registration of a new student 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 that New / Alternate Pick-Up / Drop-Off Form should 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 and these requests will be accommodated in a timely manner as practical.
2. 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.
3. Requests for more than one pick-up / drop-off must be made in writing using the New / Alternate Pick-Up / Drop-Off Form.
4. Requests for a change in the established pick-up / drop-off must be made in writing using the New / Alternate Pick-Up / Drop-Off Form.

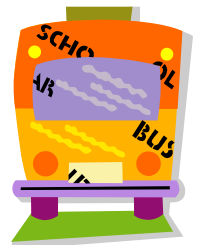
Changes (Each change will require completing a different New / Alternate Pick-Up / Drop-Off Form.)

1. 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.
2. A New / Alternate Pick-Up / Drop-Off Form must be completed for each new school year.
3. 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.
4. 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 the appropriate box(es)

- New student registration (to be completed for any student who registers after June 15)
- Beginning of the year pick-up / drop-off request (to be completed 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 (to be completed 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 (to be completed 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).

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



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:					

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