

Student Bus Transportation New Rider/Change Form

(Use separate form for Alternate Caregiver Request)

NOTICE: The school your child attends **MUST BE NOTIFIED** of new address and provide a proof of residency before a request for transportation can be processed. Absolutely no exceptions. The Department of Transportation will need up to two (2) working days upon receipt of this form in order to coordinate transportation to and from school.

Date: _____ Rt. # Assigned _____

Student's Name: _____

Address: _____

Start Date: _____

School: _____

Transportation needed: ☐ AM ☐ PM

Is change ☐ Permanent ☐ Temporary

If temporary, date(s) to be transported: _____

Parent/Guardian Phone #: _____

REQUEST FOR ALTERNATE PERSON TO RECEIVE K-3RD GRADE STUDENTS

I GIVE THE FOLLOWING PERSON(S) PERMISSION AS AN ALTERNATE TO RECEIVE MY K-3RD GRADE STUDENT AT THE DESIGNATED BUS STOP:

NAME: _____ NAME: _____

WHEN THE BUS ARRIVES AT THE STOP IN THE AFTERNOON, A PARENT/GUARDIAN OR AUTHORIZED INDIVIDUAL MUST BE AT THE BUS STOP TO RECEIVE THE K-3RD GRADE STUDENTS. THESE STUDENTS WILL BE DISMISSED TO THE PARENT/GUARDIAN OR AUTHORIZED INDIVIDUAL. THIS IS TO ASSURE THAT THESE STUDENTS HAVE SOMEONE TO ASSIST HIM/HER HOME. IF THE PARENT/GUARDIAN OR AUTHORIZED INDIVIDUAL IS NOT THERE TO ASSIST THESE STUDENTS HOME, THE STUDENT WILL BE RETURNED TO HIS/HER SCHOOL. THIS RETURN WILL BE DOCUMENTED AND REPORTED TO HIS/HER SCHOOL. IF THE CHILD IS RETURNED THREE (3) TIMES, HE/SHE WILL LOSE BUS RIDING PRIVILEGES FOR ONE WEEK.

Parent/Guardian Name (Print): _____ Parent/Guardian Signature: _____

Principal Approval & Signature: _____ Date Approved: _____

School Office Use Only:

Time of AM pickup & PM drop off _____

Location of Bus Stop _____

☐ Address Verified

☐ Parent Notified

****Parents/Guardians will be notified by the school when the request has been approved.****

Instructions for Bus Transportation Form

1. A **2 day notice is required** before transportation can begin for a student. The notice time begins when Transportation receives the request from the school. **All requests must be received by noon.** Request received after noon, will be processed the next day.

For example:

- i. Example 1: Transportation receives request from school at 10AM Tuesday, the student will be allowed to ride the AM route on Thursday.
 - ii. Example 2: Transportation receives request from school at 2PM Thursday, the student will be allowed to ride the AM route on Tuesday.
2. **The school should have all direct contact regarding transportation with parents. Do not** transfer or have the parent contact the Transportation Department. If there are questions, **the school** should contact the Transportation Department directly.
 3. A parent or guardian needs to sign the form along with a Principal or Assistant Principal. A parent/guardian must make all changes in person at the school.
 4. If a parent/guardian is not available to sign, please notate it on the form and include a copy of any written notes from the parent/guardian.
 5. **If a parent/guardian is requesting a student be taken to an alternate caregiver, an Alternate Caregiver Form must be completed, approved by the Principal or Assistant Principal and sent to Transportation.**
 6. **Transportation changes for Special Programs and Special Needs must be made with the Program Coordinator.**
 7. Complete the form for new bus riders and when a student's bus transportation changes due to an address change.
 8. **Use the "Which Bus Do I Ride" program** to determine:
 - a. Time of AM pick up
 - b. The location of the bus stop. If you have questions regarding information on the site, please contact Ms. White or Mrs. Gaskin directly.
 9. Indicate if the change is permanent or temporary. If temporary, please list the date(s).
 10. Please scan and send this form to Mrs. Gaskin and Ms. White via email gaskinp@gwd50.org and whitev@gwd50.org.
 11. **The school is responsible for contacting the parent/guardian once the request is approved.**
 12. Mrs. Gaskin or Ms. White will give the form to the driver(s) once approved.

