

SELECT ONE: New Rider Change of address Restart pick up of student

Student Bus Transportation
New Rider/Change Address Form
(Use separate form for Alternate Caregiver Request)

NOTICE: The school your child attends must be notified of new address. 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.

When the bus arrives at the stop in the afternoon, a parent/guardian or authorized individual should be at the bus stop to escort the K4, K5 and 1st grade students whether the student is alone or in a group. An authorized individual who may escort a K4, K5 and 1st grade student should be an adult or student who is 2nd grade or older. One person can serve as an escort for multiple children. If the parent/guardian or authorized individual is not there to escort these students, the student may be returned to his/her school. If the student is returned to school, the parent/guardian will be contacted to pick up his/her child from school. If the parent cannot be reached, the matter may be referred to local authorities. A child returned three (3) times or more may lose bus riding privileges.

Date: _____

Rt. #: _____ Location of Bus Stop: _____

Transportation needed: AM Bus Stop Time: _____ PM Bus Stop Time: _____

Student's Name: _____

Student's Home Address: _____

Transportation Start Date: _____

School: _____ Grade: _____

Is change Permanent Temporary

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

Parent/Guardian Phone #: _____ Parent Notified by School

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

Principal Approval & Signature: _____ Date Approved: _____

REQUEST FOR ALTERNATE PERSON TO ESCORT K4, K5 and 1st GRADE STUDENTS

I GIVE THE FOLLOWING PERSON(S) PERMISSION TO ESCORT MY K4, K5 and 1st GRADE STUDENT FROM THE DESIGNATED BUS STOP:

NAME: _____ NAME: _____

GRADE/AGE OF INDIVIDUAL: _____ GRADE/AGE OF INDIVIDUAL: _____

RELATIONSHIP TO STUDENT: _____ RELATIONSHIP TO STUDENT: _____

PHONE #: _____ PHONE #: _____

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

****Parents/Guardians will be notified by the school.****

Instructions for Bus Transportation Form

1. A proof of residency must be verified by the school before a request for transportation can be processed. **Forms will be returned if proof of residency has not been conducted.**
2. 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.

3. **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.
4. 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.
5. 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.
6. **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.**
7. **Transportation changes for Special Programs and Special Needs must be made with the Program Coordinator.**
8. Complete the form for new bus riders and when a student's bus transportation changes due to an address change.
9. **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.
10. Indicate if the change is permanent or temporary. If temporary, please list the date(s).
11. Please scan and send this form to Mrs. Gaskin and Ms. White via email gaskinp@gwd50.org and whitev@gwd50.org.
12. **The school is responsible for contacting the parent/guardian once the request is approved.**
13. Mrs. Gaskin or Ms. White will give the form to the driver(s) once approved.

