

ALTERNATIVE TRANSPORTATION GUIDELINES

Any variation in transportation from a student's established home stop to school and back to the point of origin shall be known as alternative transportation

Short term alternative transportation is a **temporary change** and may be requested by the parent or guardian by submitting a completed **“Short Term Alternative Transportation Request Form”** to the school office (example, but not limited to, visiting with a friend, staying at another home while parents are out of town or getting off the bus at a different stop other than their own, even if it is the same bus), **every time your child needs to get off at a stop other than their own**. In order for the school to have sufficient time to process the forms they must reach the office two school days before the requested change.

Long term alternative transportation is an **anticipated permanent change** and may be requested by the parent or guardian by submitting the completed **“Long Term Alternative Transportation Request Form”** to the Transportation Department, (example, but not limited to, weekly choir, music lesson scheduled at a residence other than home, or child care arrangement).

Short term and long term transportation requests will be processed on a first come first served basis and should be considered a privilege. Requests will be granted where available seating can be assured.

Please contact your child's school or the transportation department for additional information or forms if you do not have access to the school district web site.

When an emergency arises that requires a change in transportation, the school will do all it can to assist the family with needed changes. These requests should be made directly to the Transportation Department 272.4531