



## Alternate Transportation Requests Policy

### Long-Term Transportation Requests

Long-term transportation requests are requests made by the student's parent/guardian requiring transportation to an address other than the physical address on record and are for long-term arrangements.

#### Requesting Approval

- An email can be sent to the Transportation Director requesting approval for an alternate bus number. The director will contact the school and the bus driver before approving the request. An email will be returned to the parent once a decision has been made.

#### Long-Term Transportation Criteria

- Examples of a long-term transportation requests include step-parent's house or a babysitter site that is along an
- already established route pattern or a pre-existing stop.
- The request must be made 4 days prior, represent a consistent pattern of days, the same stop location, and the same bus number.
- Due to bus capacity and routing efficiencies, routes WILL NOT be altered to accommodate an alternate transportation request.
- Students riding an alternate bus are subject to available seating and the stop must be part of a regular route.

### Bus Passes

Bus passes are issued for a one-time occurrence where a student needs to ride an alternate route in the afternoon **DUE TO AN EMERGENCY SITUATION**. Friends will not be allowed to ride with other friends on different buses.

#### Requesting Approval

- Requests must go through the school office and a decision will be made based on their school policy.
- Hand-written notes, text messages, or emails given directly to a bus driver are NOT valid substitutes for a bus pass.
- A bus pass may be approved if the student stays on their assigned bus but is being dropped off at a different stop that is along the same bus route due to babysitting.
- Students riding an alternate bus are subject to available seating and the stop must be part of a regular route.

#### Out of District Students Drop-Off and Pick-Up Points

- In-district students get first priority when it comes to bus transportation. If out of district students start riding the bus and the bus receives new in district students making the bus full, out of district will no longer have transportation provided.
- Out of district parents may request transportation by sending an email to the Transportation Director.
- If the bus driver has room, then out of district students can pick from 1 of our 3 locations within district to ride. It must be consistent, the same location, room on the bus, and students must be on time. The bus driver will be contacted before any decision is made by the transportation director.
- Out of district students can be brought to the nearest **already established bus stop with other students who ride the bus within our district**. If the bus isn't full, we will provide transportation.
- Due to bus capacity and routing efficiencies, routes WILL NOT be altered to accommodate an out of district transportation request for alternate sites of any kind.