

Transportation Form – Mt. Carmel

District Policy: 1 Student, 1 Seat, 1 Bus.

For the safety of your child, they will be transported to one location 5 days per week.

District Policy: Kindergarten & 1st Grade Students - A responsible adult must meet the bus at the bus stop.

For the safety of your child a parent or an assigned, responsible adult must meet the bus, or the student will not be dropped off.

District Policy: All bus transportation is provided to and from the student's home address unless this form is filled out & approved by Administration.

IMPORTANT: Forms received after August 7th will not be processed until 2-3 weeks after the start of school.

New

Change

Transfer

SECTION 1: (Fill out for each student.)

Student ID# _____

Child's Name: _____ Parent Name: _____

Street Address: _____ Town: _____ Old Address: _____

Child's School: _____ Grade: _____ Old School: _____

Telephone Numbers: Home: _____ Work: _____ Cell: _____

Emergency Contact: _____ Home: _____ Cell: _____

SECTION 2:

_____ I will drive my child to school (I will not need **AM** transportation)

_____ I will pick up my child after school (I will not need **PM** transportation)

_____ I will need transportation for (please check): _____ a.m. and/or _____ p.m

SECTION 3: (Fill out if using "other" childcare [home or center childcare] within your school attendance area.)

My child is attending this childcare program Before School **only** After School **only** Before **and** After School

Childcare Name: _____ Childcare Telephone# _____

Childcare Street/City: _____

SECTION 4:

Parent/Guardian Signature

Date

New Bus # _____

New Time: _____

New Bus Stop: _____

Start Date: _____

INSTRUCTIONS/CONDITIONS FOR CHILD CARE TRANSPORTATION
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- **COMPLETE THIS TRANSPORTATION FORM FOR EACH STUDENT (WHETHER RIDING THE BUS OR NOT) WHO IS NEW TO THE DISTRICT, STARTING KINDERGARTEN, OR ATTENDING A CHILD CARE PROGRAM, OR IF YOU ARE MAKING ANY CHANGES TO CHILDCARE.**

- **STUDENTS ENROLLED IN A CHILD CARE PROGRAM:**
 1. **Students will ONLY BE BUSED to and/or from childcare services within his/her designated school attendance area.**
 2. **Busing requests MUST be for five days a week.** Changes that require a student to ride a different bus than he/she would ride from home will only be approved if the change is for five days a week.
 3. **In order to initiate a transportation request or change,** parents/guardians must fill in a "Transportation Form" (available at child's school) and return it to their child's school. The attending school will forward the form to the transportation company which, after ascertaining that there is no scheduling conflicts; will forward the form to the Superintendent's office for final approval. The Superintendent's office will notify the student's school, parent/guardian, and the transportation company of approval or denial of the request.
 4. **All information required on the form must be completed before the request will be processed.**
 5. **Plan ahead!** Only bus stop requests that are received and approved prior to August 7th will be processed and in place when school opens.
 6. **Requests for transportation changes during the school year (October through June)** usually require at least three days to fulfill, will be limited to a resident's address/bus stop **and** to the following restrictions:
 - a. The request will not cause a student overload on the bus in question.
 - b. The request will not cause additional time to accrue to a bus run.
 - c. The request will not cause additional mileage to accrue to the bus in question.
 - d. The request will not cause the rescheduling of a bus route or the addition of bus stops to the bus in question.
 - e. The request will not cause a student to be bused to/from a location outside his/her designated school attendance area.

PLEASE CALL EILEEN CINIGLIO AT 253-4000 X 5122 IF YOU HAVE ANY TRANSPORTATION QUESTIONS.