

Student Transportation Procedure

Parents of students who normally ride the bus must designate one primary and **no more than** one alternate bus stop (AM/PM). Students who do not normally ride the bus may designate one bus stop to be used as needed (AM/PM) along an established route as long as there is room on the bus. **This form must be completed and on file in each building before students can utilize their alternate bus stop.** When utilizing the alternate P.M. bus stop, please notify the school's office one hour prior to dismissal. If utilizing the alternate A.M. bus stop, please notify the school's office the day before.

Student Name: _____ School: _____

Route to School

Primary Pick up location:
(regular bus students only) _____
(Name)

(Address)

Alternate Pick up location: _____
(Name)

(Address)

Route Home from School

Primary drop off address:
(regular bus students only) _____
(Name)

(Address)

Alternate drop off address: _____
(Name)

(Address)

Please Note: K-5 students who are unable to be dropped off at their primary or alternate bus stop due to parent/guardian's absence will be taken to the After School for Kids program at Beckemeyer where the parent/guardian will have to pick them up and be charged \$5. If this occurs 3 times during a school year, bus privileges may be suspended for the remainder of the year. Please write any special instructions on back.

Parent/Guardian Signature: _____