

Jackson-Milton Transportation Department



Dear Parents /Guardians:

Although not required to do so and completely at its discretion, the District is offering limited transportation services to and from school to day care providers or designated care givers for all students in the district.

In order to receive such services please submit the attached alternative transportation request form. Before making a request for alternative transportation please keep the following restrictions in mind.

Requests to transport a student to a day care or designated care giver outside of the Jackson-Milton School District cannot be accommodated.

Pick up stops may vary from drop off stops however they must be the same every day. For example, a student may be picked up at home and then dropped off at a day care in the afternoon or a student may be picked up at a day care in the morning and then be dropped off at home in the evening. These stops must be the same everyday.

The transportation department will not grant any requests to vary the schedule. Only two alternative transportation requests per student may be made and granted per school year. Further, except for extreme emergencies the Transportation Department will not consider or attempt to accommodate temporary or one time transportation change requests.

Should an emergency situation arise which necessitates a one time or limited change in your child's alternative transportation schedule, the Transportation Department will make every effort to accommodate that situation but does not guarantee that it will be able to do so. Further it is your responsibility to notify the Transportation Department to make the necessary arrangements in the event of an emergency.

Except for a one time or limited emergency situation, should daycare/designated care giver circumstances change during the school year after two maximum alternative transportation requests have been made the alternative transportation schedule cannot be changed. Instead, the student will be returned to their regular transportation schedule (to and from home and school only) and it will be the responsibility of the parent/guardian to make the necessary arrangements from there.

If you wish to end the alternative transportation schedule, you must notify the

Transportation Department in writing at least three days in advance of the change and the student will go back to being solely transported to and from home and school. **YOU MUST RE-SUBMIT A NEW REQUEST FORM EVERY SCHOOL YEAR.** We will not keep them from year to year. If you wish to request an alternative transportation schedule for your student(s) in accordance with the District's guidelines, please fax, mail or drop off the completed request form to the Transportation Department.

Beginning of the school year requests must be received in our office 2 (two) weeks in advance. Last minute requests can be submitted and every attempt will be made to accommodate these requests. All other alternative requests must be received 3 (three) days in advance of the requested starting date. The Transportation Department will make every effort to accommodate the alternative transportation schedule you have requested but due to overcrowding and other issues, the Transportation Department cannot guarantee that the request will be granted.

Please remember the rules and regulations regarding student conduct on buses apply to alternative transportation services.

- All students must be at their bus stop five (5) minutes before their bus is due to arrive
- Drivers are not permitted to wait for students walking to the bus stop
- It remains the responsibility of the Parent/Guardian to see that someone is at the school bus stop to meet small children at the end of the day
- Your students safety is of the utmost importance to us
- Finally, while the District will make every effort to continue to provide these alternative services, it has the right to discontinue the services at any time, in which event you will be notified.

Thank you for your continued cooperation,

Darlene Pellin
Transportation Supervisor

Transportation Office: 330-538-3232 ext . 1406
Transportation Fax: 330-538-2259

Jackson-Milton Local Schools Alternative Transportation Request

Please complete this form if you are asking for your child to be picked up or dropped off at any address other than your place of residence. You can drop the completed form at any building office, fax it to 330-538-2259 or email it to darlene.pellin@jacksonmilton.k12.oh.us. If your request is approved you will receive an email with the bus change information and start date.

Student Name _____ Grade/Room _____
 Home Address _____ Home Phone _____
 Parent's Name _____ Cell Phone _____
 Parent Email _____ Work Phone _____

Check here if student **does not** require **AM** bus service []
 Check here if student **does not** require **PM** bus service []

AM Pick Up Location

Name of responsible party _____ Phone _____
 Address _____ City _____

PM Drop Off Location

Name of responsible party _____ Phone _____
 Address _____ City _____

*Parent/ Guardian Signature: _____

*Requested Beginning Date: _____

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**For Office Use Only**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date Received \_\_\_\_\_

Notes \_\_\_\_\_  
 \_\_\_\_\_

Beginning Date \_\_\_\_\_