

# Austintown 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 or home to day care providers or designated caregivers (“alternative transportation”) for eligible students in kindergarten through 5th grade ONLY.

Please review the attached District policies and alternative transportation request form for an explanation of the eligibility criteria and guidelines for alternative transportation services. While the guidelines for such services are discussed in greater detail in the attached policies and regulations, before making a request for an alternative transportation schedule, please keep the following parameters and restrictions in mind.

Requests to transport a student to a daycare provider or designated caregiver located outside the student's school of attendance area cannot be accommodated.

Drop off stops may vary daily, but the total number of different stops that a student may be transported to and from each week is two. Further, a student may not be transported to multiple day care providers and/or caregivers. For example, a student may be dropped off from school at home on Tuesday and Thursday and dropped off from school at daycare on Monday, Wednesday, and Friday. A student may not be dropped off from school at home on Monday, at day care on Tuesday-Thursday and at a designated caregiver's on Friday.

The alternative transportation schedule you request must be the same each week and the Transportation Department will not grant any requests to vary the schedule every other week, monthly, by different days for different weeks or otherwise. For example, the Transportation Department will not grant requests to drop off a student at daycare the first and third weeks of the month and drop off at home the second and last weeks of the month.

Only three alternative transportation schedule requests per student may be made and granted per school year. Further, except for emergency situations, the Transportation Department will not consider or attempt to accommodate temporary, intermittent or one-time transportation schedule changes.

If you wish to end the alternative transportation schedule, you must notify the Transportation Department at least three days in advance and your student will go back to being transported solely to and from home to school. **YOU MUST RE-SUBMIT YOUR REQUEST EVERY YEAR.** We do not keep them beyond the present school year. If you wish to request an alternative transportation schedule for your student (s) in accordance with the District's guidelines, please fax or mail the completed request form to the Transportation Department.

An example of an acceptable alternative transportation requesting is as follows:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
PICK UP	HOME	DAY CARE	HOME	DAY CARE	DAY CARE
DROP OFF	DAY CARE	DAY CARE	HOME	HOME	HOME

Beginning of the school year requests must be received by our office 2 (two) weeks in advance of the first day of school to be considered. All other alternative transportation requests must be received three (3) complete school days in advance of the requested starting date. Transportation will make every effort to accommodate the alternative transportation schedule you have requested, but due to bus overcrowding or other issues, Transportation cannot guarantee the request will be granted.

Remember, the District's rules and regulations regarding student conduct on buses apply to alternative transportation services.

- All students must be at their stop five (5) minutes before their bus is due to arrive.
- Drivers are not permitted to wait for students walking to their bus stop.
- It remains the responsibility of the Parent/Guardian to see that someone is at the bus stop to meet their student at the end of the day.
- Please communicate to us, in writing, your permission to allow your student off the bus without an adult present.
- Your child's safety is important to all of us.
- Finally, while the district will make every effort to continue to provide these alternative transportation services, it has the right to discontinue the services at any time, in which event you shall be notified.

Transportation Supervisor: Angie Mraz

Transportation Office: 330-797-3901

Fax: 330-797-3955

**PLEASE PRINT FORM BELOW**

**ALTERNATIVE TRANSPORTATION SCHEDULE REQUEST FORM**

STUDENT NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

Alternate Location #1 and Phone: \_\_\_\_\_

Alternate Location #2 and Phone: \_\_\_\_\_

Phone Number Where You Can Be Reached In Case Of Emergency: \_\_\_\_\_

Please review the attached letter, along with the Austintown Transportation policies and guidelines pertaining to alternative transportation services: and then, in accordance with those guidelines and restrictions, fill in the requested weekly alternative schedule for your child below:

	Monday	Tuesday	Wednesday	Thursday	Friday
PICK UP					
DROP OFF					

**An example of an acceptable alternative transportation schedule request is as follows:**

	Monday	Tuesday	Wednesday	Thursday	Friday
PICK UP	HOME	DAY CARE	HOME	DAY CARE	DAY CARE
DROP OFF	DAY CARE	DAY CARE	HOME	HOME	HOME

PARENT SIGNATURE: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Beginning date for alternative transportation schedule: \_\_\_\_\_

**This date must be at least three (3) complete school days from today's date.**

**\*Make sure all 10 boxes are filled in and that your starting date complies to policy.**

**Incomplete forms may delay the start of your request.**