

## District Alternate School Bus Route Policy

Bus routes shall be based upon the permanent residences of eligible pupils (those living one mile from school). However, eligible pupils desiring transportation services within their attendance area to and from a location other than their permanent residence may be permitted to receive such services on a space-available, first-come, first-served basis. Parents or guardians must make application to the Transportation Department in order to receive route change approval. Application request forms shall be made available in the office of each school building or on Transportation's website. The Transportation Office will notify the school concerning requests.

### The following conditions must be met in order to receive approval:

1. Eligibility, based on a pupil's permanent residence, must be validated.
2. The alternate route must be located in the same attendance area as the permanent residence and the alternate address must be one mile from school.
3. Bus routes will not be altered nor stops added to accommodate requests.
4. Space availability will be determined as follows:
  - a. eligible pupils – permanent address
  - b. eligible pupils – alternate route
  - c. ineligible pupils – pay
5. Should requests for services exceed the bus capacity, such services may be discontinued by reversing the priorities set forth in number 4 above.

### Approved Alternate Routes:

Best practices dictate that Alternate Bus Routes are set up with consistency and student safety in mind. For example:

- Picked up at parent's house dropped off at daycare Monday through Friday
- Picked up at daycare dropped off at grandparent's house Monday through Friday
- Picked up at Aunt's house dropped off at Aunt's house Monday through Friday

Unless the alternate route is set up because of joint custody, it must remain the same all five days of the week. Because of the large number of students transported by the district, the days of the week cannot be broken up (i.e. Mon, Tues, Fri to one location and Wed, Thur to another location). It is safest for the student to utilize consistent routing.

### Re-application:

Parents are required to re-apply for alternate transportation each school year. If either the permanent or alternate address changes, both school and transportation offices should be notified as soon as possible for regular school year and summer school. Please call Transportation Services at (816) 321-5007 with any questions.

**Alternate Address:** Please do not enter the home address in the space provided for the alternate address!

NORTH KANSAS CITY SCHOOLS

Application for Alternate School Bus Route

Please Fax to Transportation at 321-5448
Or email to transrouting@nkcschools.org

Please check the following:

JOINT CUSTODY Yes \_\_\_\_\_ No \_\_\_\_\_
DAYCARE PROVIDER Yes \_\_\_\_\_ No \_\_\_\_\_
OTHER \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Under the provisions of School District Policy as printed on the reverse side of this application, I request assignment to an alternate school bus route or stop for:

Student: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_
(Last) (First)

Will the child be riding to school, from school, or both? Please check all that apply:

To School: \_\_\_\_\_ From School: \_\_\_\_\_ To & From School: \_\_\_\_\_ ASA: \_\_\_\_\_

Alternate Address: (do NOT enter home address!)

\_\_\_\_\_  
(Street Number and Name) (City) (Zip Code) (Phone)

Name of responsible person at above address: \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_  
(Last) (First)

Home Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

I request that bus service start on or about \_\_\_\_\_ if this application is approved. I have read and understand the School District Policy for Alternate Route Transportation printed on the reverse side of this application form.

X \_\_\_\_\_  
(Parent/Guardian Signature)

Once submitted, please allow 5-7 day turnaround. When your request has been processed, you will be contacted by your student's school to give you the alternate route information.