

Transportation Form

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 Section 3 of this form is filled out & approved by Administration.

IMPORTANT: There will be a 3 day waiting period for Forms received 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: (Fill out only if using busing to/from home address and/or driving your child.)

MORNING TRANSPORTATION	AFTERNOON TRANSPORTATION
<input type="checkbox"/> My child will take the bus to school from the above address. <input type="checkbox"/> I will drive my child to school	<input type="checkbox"/> My child will take the bus to the above address after school. <input type="checkbox"/> I will pick up my child after school

SECTION 3: (Fill out if needing an alternate [home or childcare] address within your school attendance area.)

My child will be needing transportation from the closest bus stop to this address:

Before School **only** After School **only** Before **and** After School

Contact Name: _____ Contact Telephone# _____

Street: _____ Town: _____

* Children will not be picked up or dropped off at a business location

SECTION 4: (Fill out if using COZ – a fee based, district sponsored child care program; check all that apply.)

- I have registered or will be registering my child with COZ – before school care.
- I have registered or will be registering my child with COZ – after school care.

***Parent is responsible for registering with COZ by calling the COZ Office @ 245-1460 ext. 8077.**

***Parent is responsible for transportation to/from COZ**

SECTION 5:

Parent/Guardian Signature

Date

New Bus # _____

New Time: _____

New Bus Stop: _____

Start Date: _____

INSTRUCTIONS/CONDITIONS FOR CHILD CARE TRANSPORTATION

- **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 (INCLUDING COZ), OR IF YOU ARE MAKING ANY CHANGES TO CHILDCARE.**

- **CHILD OPPORTUNITY ZONE (COZ) CHILDCARE:**
 1. If you plan to send your child/children to the school district sponsored COZ Before & After School Child Care program, **please call 245-1460 x 8077 for more information regarding fees or to request an application.** Programs are held at all four district elementary schools: Colt Andrews, Hugh Cole, Guiteras, and Rockwell with the morning programs opening at 7 AM and the after school programs closing at 6 PM. Parents have the flexibility of choosing almost any combination of care, but are responsible for transporting their child to the site before school and for picking them up from the site after school. At the time of enrollment, parents/guardians will be given a "Child Care Transportation Request Form" as part of their enrollment packet.
 2. If a student does not attend the COZ program for 5 consecutive days than the day they do not attend they must be picked up by an adult. They will not be bussed to their home on the days they do not attend COZ.
 3. It is the parent's responsibility to notify their child's teacher and COZ of any changes made to their schedule.

- **STUDENTS ENROLLED IN ANY (OTHER THAN COZ) CHILD CARE SERVICES:**
 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 conflict; 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.