

**Seneca Falls Central School District
Transportation Department
2024-2025**

PLEASE NOTE: YOU MUST STILL COMPLETE A FORM FOR YOUR CHILD(REN) EVEN IF YOU ARE NOT REQUESTING TRANSPORTATION SERVICES FROM THE DISTRICT. THERE IS A PLACE FOR YOU TO INDICATE THEY DO NOT REQUIRE TRANSPORTATION

*Shelley Dyson, Transportation Supervisor
Aimee Bennet Transportation Dispatcher
2 Butler Street
Seneca Falls, NY 13148*

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PH: (315) 568-5500 x5450*

Board of Education Policy allows for transportation of students in grades K-4 living more than 2/10ths of a mile from school; grade 5 living more than 1 mile from school; and 6-12 living more than 1-1/2 miles from school, to and from their home, sitter's home or cluster points in the area.

This application will be used for student school bus transportation arrangements for the 2024-2025 school year. With our continued focus on students' safety, we will not be able to take permanent transportation information over the phone. For your child's protection, we require detailed information regarding pick-up and drop-off arrangements with a parent or guardian's signature.

- A separate application is required for each student.
- A new application is required for any change that is made during the school year.
- A new application is required every school year.
- Failure to turn in an application will mean your child will not be scheduled for transportation.

We can accommodate one change per semester, if necessary. If a change needs to be made, please contact our office as soon as possible to complete a new form. We can be reached between 7:00 a.m. and 4:00 p.m. at (315) 568-5500 ext. 5450. **We will not accept changes over the phone, all changes must be in writing. A minimum of three (3) school days is required to make a schedule change.** Drivers are not permitted to transport students to any other address than is noted on this form. We cannot make bus changes to a different address for play dates/social dates. Once a schedule is established, it must remain consistent. Bus stops must be located within the Seneca Falls Central School District. Emergency situations may arise, please contact the bus garage at (315) 568-5500 ext. 5450 and we will attempt to assist with an emergency change. If your address changes, you must make the change through the "Parent Portal" or by calling the school your child(ren) attend.

Students are required to arrive at their bus stop 5 minutes before the bus arrival time. Please remember that the first few weeks of school are hectic and buses may not be on "schedule." Your child may arrive home later than usual. Times may fluctuate according to student ridership, traffic, and weather conditions. School delays and cancellations are announced through our "Connect-Ed" phone system as well as on radio station 98.5 and some Syracuse and Rochester television stations. Our office is closed on Labor Day. Thank you.

Information regarding bus stops Seneca Falls Central School District is also available through the following link <http://www.infofinderi.com/ifi/?cid=SFC4PPQIOLAM>



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Aimee Bennett, Dispatcher
2 Butler Street Seneca Falls, N.Y. 13148
Phone (315) 568-5500 x5450

REQUEST FOR TRANSPORTATION 2024-2025

Please indicate if New or Change:

New Request:

Change:

Student Info

Name:	Entering Grade:	Place <input checked="" type="checkbox"/> if no transportation needed	
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Parent/Guardian Info

Name(s):
Address:
Primary Phone #:
Secondary Phone #:

All Changes: Must be made by parent/guardian
Must be in writing (no phone calls/faxes/emails)
Must be in person either at student's school or at District Office

Primary/Home Location Information:

Address:			
Please circle the appropriate days below that student will be transported to / from primary (home) location.			
Office use Bus #	AM Home to School	Office use Bus #	PM School to Home
	M T W Th F		M T W Th F

Daycare or Alternate Site Information:

Daycare Contact Name:		Phone:	
Address:			
Please circle the appropriate days below that student will be transported to / from Daycare or Alternate Site.			
Office use Bus #	AM Daycare or Alternate Site to School	Office use Bus #	PM School to Daycare or Alternate Site
	M T W Th F		M T W Th F

Desired Effective Date (Please allow 3-5 business days):	Effective Date: Office Use Only
Parent/Guardian Signature	Date Received: Office Use Only
Identification Verified By: Office Use Only	Date Entered: Office Use Only