

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT TRANSPORTATION  
REQUEST FOR ALTERNATE STOP 2021-2022**

**ALTERNATE BUS STOP PROCEDURES:** All district bus stop procedures apply to alternate bus stops. Authorization of an alternate bus stop is only given when the student is entitled to transportation, which is determined by NJ State Statute/Regulation and/or Matawan-Aberdeen Regional School District Board of Education Policy and all criteria for an alternate bus stop are met. A form must be submitted for **ALL** requests, including but not limited to; to and/or from school every school day, to and/or from school for a group of school days, to and/or from school for one school day. In the event of an emergency, such as, a parent illness or unexpected travel, you must make arrangements for an adult to meet your child at their designated bus stop. **(Phone # 732-705-4018)**

Date of Request \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_  
Street (must be actual street) City Zip Code

Parent/Guardian \_\_\_\_\_

Phone# Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

School of Attendance \_\_\_\_\_

Current Bus Stop \_\_\_\_\_

Requested Bus Stop \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone# \_\_\_\_\_

Reason for Alternate Stop (be specific) \_\_\_\_\_

Date(s) transportation is needed \_\_\_\_\_

Requested for: (Check one) - A.M. ONLY \_\_\_\_\_ P.M. ONLY \_\_\_\_\_ A.M. & P.M. \_\_\_\_\_

Alternate Bus Stop Criteria: All requests must be submitted on the form provided by the transportation department; forms can be obtained on the district website, [www.marsd.org](http://www.marsd.org) or at your child's school of attendance. **Phone requests and hand written notes will not be accepted.** Completed forms should be mailed or delivered in person to your child's school of attendance. No request will be processed unless all criteria is met and includes a parent / guardian signature. **Faxed forms will not be accepted.** Processing of forms is done periodically and may take up to **four weeks** to be considered. Transportation can only be provided from **one** designated stop to school and to **one** designated stop from school, Monday through Friday. Be advised that this is a **courtesy service** provided only if there is currently a seat available and the existing bus route travels past the stop requested. This service is provided for the school year designated on the form **only**. A separate form must be submitted for ensuing school years. Authorization of an alternate stop is only valid when approved by the Transportation Coordinator, or designee. Subsequent to approval of an alternate stop request, a bus pass will be issued upon surrender of any other valid bus passes issued to the student. Note-Cancellation of an approved alternate stop must be received in writing for the alternate stop to be terminated.

**My signature on this request indicates that I have read and understand all criteria that apply to alternate bus stops.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied (explanation) \_\_\_\_\_

Regina Kaeser, Transportation Coordinator