

Busing for child care is granted until the student moves to a new building.

**When the child enters a new building,
transportation will be based on the home address.**

**Read
Other
Side**

Bus Stop Request/Change Form
EASTERN LEBANON COUNTY SCHOOL DISTRICT
MYERSTOWN, PA 17067

**Read
Other
Side**

Please fill in the blanks where indicated and provide us with the accurate information and the required signatures for **“each child” requesting transportation to and/or from a location other than home within their home school attendance area.** Please be advised that your request may ONLY be approved by the Transportation Office.

Your completed form should be submitted three (3) school days in advance to:

Brightbill Transportation, 2701 E Cumberland St., Lebanon, PA 17042, ATTN: ELCO

OR: eschubert@brightbill.com

Student Name (s): _____

Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

School Attending: _____ Grade: _____ Effective School Year: _____

Date you would like this transportation to begin: _____

| | | Pick-up | Drop-Off |
|---------------------------|-----------------------------|----------------|-----------------|
| Monday-Friday | name of child care provider | _____ | _____ |
| (Regular Schedule) | Telephone # | _____ | _____ |
| | Address | _____ | _____ |

| | | Pick-up | Drop-Off |
|--|-----------------------------|----------------|-----------------|
| Monday-Friday | name of child care provider | _____ | _____ |
| (Early Dismissal/ Late Start) | Telephone # | _____ | _____ |
| | Address | _____ | _____ |

I HAVE READ AND AGREE TO THE TRANSPORTATION GUIDELINES AS SPECIFIED BY THE EASTERN LEBANON COUNTY SCHOOL DISTRICT AND WILL HEREBY COMPLY WITH SUCH REQUESTS AND PROCEDURES.

Parent/Guardian Signature

Date

BY SIGNING THIS FORM, YOU ARE GIVING PERMISSION TO TRANSPORT YOUR CHILD ON ANOTHER BUS TO AND/OR FROM A LOCATION OTHER THAN THEIR HOME ADDRESS.

Thank you for your cooperation and continued support of the Easter Lebanon County School District.

Rev. 5/28/25

EASTERN LEBANON COUNTY SCHOOL DISTRICT
MYERSTOWN, PA 17067
Transportation Department Phone: 717-866-1420
eschubert@brightbill.com

RE: SCHOOL YEAR BUS STOP REQUESTS /CHANGE FORM

DEAR PARENT(S)/GUARDIAN(S):

To assist the district in scheduling the bus routes for students eligible for transportation within their home school attendance area, we ask that you please review the following information carefully. No bus stop will be provided outside of a student's home school attendance area or outside of the ELCO school district boundaries.

1. ALL requests must be completed and submitted in writing on a "Bus Stop Request/Change" form and signed by the parent or guardian. **All transportation requests must be submitted on or before July 20th of the current year to be effective for the first day of school** and are subject to the criteria set forth in item #3 below.

2. **ALL requests are to be forwarded for approval to:** (Email is the preferred method for submitting requests)

Brightbill Transportation
ATTN: ELCO Office
2701 E Cumberland St.
Lebanon, PA 17042

Or via email to: eschubert@brightbill.com

3. Requests for changes in transportation to another location within the student's home school attendance area will be reviewed and considered for approval based on the following criteria:
 - a. The student is eligible for transportation.
 - b. The bus route operates from the student's assigned school.
 - c. The bus route does not have to be changed or extended.
 - d. The load of the vehicle will not exceed the legal limits for the vehicle.
 - e. The change does not increase the cost to the school district.

Each school office has a list of child care facilities to which child care busing is currently in place for that school.

4. **All forms must be submitted to the transportation office no later than July 20th of the current year for the change to be effective the first day of school. Any forms received after July 20th through the first ten (10) days of the school year may take up to three (3) weeks after the opening of school to process.** The Transportation Office requires this time to evaluate schedules and bus loads. For all other times of the year, child care busing requests are normally processed within three (3) to five (5) working days from the date they are received in the transportation office to initiate the change.
5. Approved requests within the student's home school attendance area are effective for **all the years a student is attending the same building they are assigned to when this form is completed.**

PLEASE NOTE: All student transportation arrangements will automatically revert back to their assigned bus stop based on their home address when they change/advance to a new building of attendance.