MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
TRANSPORTATION REQUEST FOR ALTERNATE STOP - 2026/2027

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.

Date of Request ______________________________

Student's Name ______________________________ **Grade** ______________

Address ______________________________

Street (must be actual street) *City* *Zip Code*

Parent/Guardian ______________________________ **Phone Number (Home)** ______________

(Cell) ______________

Alternate Contact ______________________________ **Phone Number (Home)** ______________

(Cell) ______________

School of Attendance ______________________________

Current Bus Stop ______________________________

Requested Bus Stop ______________________________

Reason for Alternate Stop (be specific) ______________________________

Date(s) transportation is needed ______________________________

Request for: (Check one) **AM Only** ______________ **PM Only** ______________ **AM & PM** ______________

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. Phone requests and hand written notes **WILL NOT** be accepted. Completed forms should be mailed to the High School – Transportation Department, 450 South Atlantic Avenue, Aberdeen, NJ, 07747 or scanned and emailed to transportation@marsd.org. 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 thru 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 form indicates that I have read and understand all criteria that apply to alternate bus stops.

______________________________ ______________

Parent/Guardian Signature *Date*

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Approved ______________ **Request Denied (reason)** ______________________________

Regina Kaeser - Transportation Coordinator