



Exceptional Transportation Request

Reason for Request: Childcare Request Childcare Change Vacation Child's Medical Request

Other: _____

This request can not be considered until all of the information is completed.

Name of Child		Grade	Starting Date	Expiration Date
Parent's Address (street)		(city)	(state)	(zip code)
Home Phone	Work Phone	Requested by		
Childcare Provider Name			Phone Number	
Address (street)		(city)	(state)	(zip code)

Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of the students riding the bus.

Exceptional transportation requests that will be considered are:

1. Parent(s) work and pupil goes to a childcare provider.
2. Parent(s) work and pupil goes to/from a nursery or daycare facility.
3. Parents go on vacation and pupil is to stay with another adult.

Transportation arrangements of this nature are to be consistent for each day, morning and afternoon, for the duration of the time period requested. Approval is also contingent on the space being available on the affected bus.

Submitting a Request Exceptional transportation requests are to be submitted to the principal or designee not less than five school days prior to the date the exceptional transportation is to commence. The Principal may conditionally approve the request, but then must forward the request to the Transportation Division for **final** approval.

Emergency Situations Emergency situations such as sudden illness or a death in the family requiring exceptional transportation to/from another residence may be approved by the principal or designee with the five school day advance notice waived.

Pupils Who Live in the Designated Walk Area All exceptional transportation requests for a pupil who resides in the designated walk area may only be approved by the Supervisor of Transportation. Exception is made for immediate emergencies which may be approved by the principal or designee.

Overcrowding If the bus becomes overcrowded, special transportation request students will be removed to reduce the overcrowded situation.

Situations that will not be approved are:

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|--------------------------------------|-----------------------------------|
| 1. Community Athletic Practice/Games | 6. Visiting a friend |
| 2. Scout or club meetings | 7. Tutoring |
| 3. Music Lessons | 8. After School Employment |
| 4. Religious Training Classes | 9. Guardian's Place of Employment |
| 5. Doctor or Dental Appointments | 10. Avoiding Integration |

Office Use Only	School Name		Bus # A.M.	A.M. Pick-up Time
	<input type="checkbox"/> Approved (Conditional)	Principal/Designee (Signature)	Date	Bus # P.M.
	<input type="checkbox"/> Final Approval	Supervisor of Transportation/Designee (Signature)	Date	Established Bus Stop Only
Distribution: Original-School File		Yellow-Bus Driver	Pink-Office of Transportation	Gold-Parents