

**WALKERS AND RIDERS**

I. **REQUEST FOR CHANGE OF BUS ASSIGNMENT - Grades 6 - 10 ONLY**

1. Students are assigned to bus routes by the transportation department.
2. No student is permitted to change his/her bus or stop assignment unless he/she has written permission.
3. Permission to ride another bus or change stops may be granted provided:
  - a) no unscheduled stop will be required.
  - b) there is space available on the bus.
  - c) a discipline problem will not develop.
  - d) the purpose of the change conforms to the State adopted rules and regulations.
  - e) a request form is submitted and approved.
4. Parents must fill out a form at the school requesting a change of bus assignment.
5. Students who are eligible bus riders may ride a bus to and from a sitter based on seat availability. Regular eligible riders will be given first priority.
6. Students must get on at the same stop every morning. Students must get off at the same stop every afternoon. The morning and afternoon stops may differ, but both must remain consistent every day. The parent is responsible for transporting to and from the scheduled stops.
7. Students may cross building attendance area boundaries to and from a sitter as long as the arrangements meet all policy provisions as outlined in 1 - 6 above.

II. **TEMPORARY BUS PERMIT PROCEDURE:**

1. Temporary bus permits will be issued to eligible bus riders only.
2. Riders must remain on their assigned bus. They may utilize another established bus stop on their assigned bus provided written authorization has been secured from the parent and the principal and presented to the driver on a Temporary Bus Permit form when the student boards the bus.

III. **BABYSITTER PROCEDURES - Grades K-5 ONLY (see f2)**

A review committee will be established by the Superintendent for the purpose of annually reviewing this procedure by the thirtieth of January of each appropriate year. If the committee

finds that this procedure and its companion policy are not acceptable, an alternate policy/procedure will be proposed.

Students will be transported from babysitters under the following conditions:

1. The parent and babysitter must provide all information being requested on the Babysitter Bus Service Request form.
2. The parent, babysitter, and principal must sign the Babysitter Bus Service Request form.
3. Babysitter residences must be located in eligible bus areas of the child's school of attendance.
4. Stops must be on existing routes and subject to available space. Students must ride the same bus each morning and board from one designated bus stop. Students must ride the same bus each afternoon and depart the bus at one designated bus stop. The morning and afternoon bus assignment may differ, but both must remain consistent everyday.
5. Shared parenting arrangements will be recognized per court orders and honored when possible.
6. Babysitter service is provided for one school year only. Parents who want to participate again the following school year must complete and submit the appropriate paperwork prior to the June 30<sup>th</sup> deadline.

Adopted 1/27/97  
Revised 6/28/99  
Adopted 3/13/00  
Revised 5/14/01  
Adopted 10/14/02  
Reviewed 4/11/05  
Revised 4/23/2012

**REQUEST FOR CHANGE OF SCHOOL BUS ASSIGNMENT**

1. Students are assigned to bus routes by the Transportation Department.
2. No student is permitted to change his bus or stop assignment unless he has written permission.
3. Permission to ride another bus or change stops may be granted provided:
  - a. No unscheduled stop will be required.
  - b. There is space available on the bus.
  - c. A discipline problem will not develop.
  - d. The purpose of the change conforms to transportation rules and regulations adopted by the State Board of Education.
  - e. The request form is submitted and approved.
4. The parent must fill out a form at the school requesting a change of school bus assignment.
5. Students who are not eligible bus riders (they live in the walking area) may ride a bus to and/or from a sitter based on seat availability - regular eligible riders are given first priority.
6. Students may cross district boundaries to and from a sitter as long as the arrangements meet all policy provisions. (see #3 above)
7. Students must get ON at the same stop every morning. Students must get OFF at the same stop every afternoon. The morning and afternoon stops may differ but both must remain consistent everyday. The parent is responsible for transporting their child to/from the scheduled stop.

Adopted 1/27/97  
Reviewed 4/11/05  
Reviewed 4/23/2012

**ALTERNATE TRANSPORTATION**

When the individual needs of a student require alternate transportation, the following procedure will be utilized.

1. Upon request, the transportation coordinator will certify, via the ATR Form, the reason why the student(s) are not eligible for regular transportation as established in Policy 5.02. This form must be appropriately filed by the person(s) requesting alternate transportation.
2. In all cases where alternate transportation is requested, the requesting party must use the ATR Form. All requests for alternate transportation will be done in writing and cannot be considered until the form is properly filed.
3. In the case of those student(s) assigned transportation on their Individualized Education Plan (IEP), alternate transportation will be made available by the transportation coordinator upon receipt of the ATR Form and a copy of the properly executed IEP. Transportation services will be provided as long as the IEP is valid.
4. All requests for alternate transportation will be reviewed by the superintendent or his/her designee.
5. Subject to Board approval, once alternate transportation has been established, as specified in #4, it will remain in effect for ninety (90) school days. The Board reserves the right to revoke alternate transportation for any student at any time.

Reviewed 4/11/05  
Reviewed 4/23/2012