

BUS TRANSPORTATION TRANSFER REQUEST FORM

1. All requests must be completed and given to Building Principal for review prior to their approval. **THREE SCHOOL DAYS NOTICE IS NEEDED BEFORE A REQUEST MAY BE GRANTED.**
2. Transfer requests will be considered for approval only if transfers requested are to currently operating buses/vans to existing stops on their regular routes and do not overload the transferring van or bus.
3. Final approval of request must be made by Business Manager/Transportation Manager prior to student being placed on a transfer bus to insure that all parties involved (parent/guardian, teacher, building principal, bus company and bus driver) are informed and the student's safe transportation is assured.
4. Transfer students must present a bus pass to the bus driver, given to them by the Principal's Office, to ride their transfer bus for trips from school to a non-home stop. The transfer stop should be written on the bus pass.
5. **The change shall be reasonable and long-term, except under emergency conditions.**

REASON FOR REQUEST: Child Care _____ Parental Custody _____
Other _____

Elementary School _____ Middle School _____ High School _____ GRADE _____

Student Name: _____

Parent/Guardian Name: _____ Phone #: _____

Address: _____ City: _____

Date Parent/Guardian requests transfer to START ____/____/____ END ____/____/____

Frequency of Transfer: (Please circle all that apply)
(Days of Week) (Time of Day)
M T W TH F AM PM BOTH

Current Bus # of student: _____ Current Bus Stop: _____

Requested Bus #: _____ Requested Bus Stop: _____

If request is for childcare provider, please supply information below:

Name of childcare provider: _____ Phone #: _____

Address: _____ City: _____

OFFICE USE ONLY:

Request Approved: YES___ NO___ Bldg. Principal _____

Bus Company Notified: YES___ Person _____ Date ____/____/____ Initial _____

Notified: HM Teacher _____ Bus Driver _____ Transport. Mgr. _____ Date Request Will Take Effect: ____/____/____

Updated 7/27/15

INCOMPLETE FORMS WILL BE RETURNED

School Safety Alert: District's Bus Transfer Requests and Kindergarten Bus Stop Policies and Procedures

BUS TRANSFER REQUESTS

The Freedom Area School District continuously strives to maintain and improve its operation as a Safe School District for all students and staff. One area that the District needs continued parent cooperation is in following the District's procedures and policies for requesting bus transfers for students because of childcare and related reasons.

On the reverse side of this sheet is a copy of the District's Bus Transportation Request Form. **Please note that all bus transfer requests are to be in writing on this form and they are to be made in advance, at least three (3) school days prior to the requested transfer start date.** The time is necessary to insure that the transfer is consistent with Board policy and that all parties (Building Principal, Homeroom Teacher, Bus Company, Bus Driver, and Transportation Office) are informed in a timely manner.

The District will only approve bus transfers that meet the guidelines listed on the bus transfer form. Same day telephone call transfer requests **will not be honored.**

KINDERGARTEN BUS STOP POLICIES AND PROCEDURES

The District needs continued parent cooperation in Kindergarten drop-off procedures. It has been the District's practice to drop-off kindergarten students on their trip from school to home at their regular bus stop with a parent or guardian present. If a responsible adult is not present at the bus stop for an individual kindergarten student, the student will be taken back to their school and the parent(s) or guardian will be called using the emergency phone numbers listed in the student's file. Parent(s) or guardians will be expected to pick-up their child at school within 30 to 60 minutes of being notified before local police or Children and Youth Services is called. Persistent lack of parental or guardian presence at the student's assigned kindergarten stop for the student's return home trip may result in a suspension of bus riding privileges.

The above procedures are being restated with the intent of requesting the assistance of all District parents to help the District maintain a safe student transportation system for ALL of our children.

Contact your child's building principal if you have any questions or need assistance with the above bus procedures and policies.