

ADD \_\_\_\_\_  
CHANGE \_\_\_\_\_  
DELETE \_\_\_\_\_

**BROOKLYN ELEMENTARY SCHOOL**  
**BUS REQUEST FORM**

# 48 HOUR NOTICE NEEDED

DATE: \_\_\_\_\_ START DATE: \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

IS STUDENT PRE-K ? (PLEASE CIRCLE) YES NO SESSION: AM PM

HOME ADDRESS \_\_\_\_\_

**NEW PICK UP ADDRESS**

M \_\_\_\_\_

T \_\_\_\_\_

W \_\_\_\_\_

TH \_\_\_\_\_

F \_\_\_\_\_

**NEW DROP OFF ADDRESS**

M \_\_\_\_\_

T \_\_\_\_\_

W \_\_\_\_\_

TH \_\_\_\_\_

F \_\_\_\_\_

PARENTS SIGNATURE: \_\_\_\_\_

.....

**OFFICE USE ONLY:**

PICK UP BUS # \_\_\_\_\_

DROP OFF BUS # \_\_\_\_\_

DATE DRIVER NOTIFIED: \_\_\_\_\_

## Students

### School Transportation – Requests for Bus Changes

With the number of requests received to accommodate child care/babysitting and bus guest needs, the board has set the following priorities and established procedures to ensure the safety of the children it transports and reasonableness of its transportation operation:

- I. If a parent/guardian wishes to request a child be picked up or dropped off at a location other than his/her home to accommodate child care/babysitting needs, such a request will be considered if submitted in writing on forms available in the school offices by August 1<sup>st</sup> of the coming school year for children in grades PK-8. After August 1<sup>st</sup>, requests will be granted, if possible:
  - a) For a long-term change only (3 or more months);
  - b) If space is available on the bus;
  - c) When the bus schedule is not unduly disrupted with respect to time or distance.
- II. The school will accept requests for a **CONSISTENT LONG\_TERM TRANSPORTATION SCHEDULE** for a student:
  - a) All parents/guardians will be informed of this policy prior to the close of the school year, with forms available in each school office. New registrants will be informed at the time of registration. All requests for changes after the opening of school will be acted upon within ten (10) working days, and any adjustments will be made within fifteen (15) working days from the time the request is received. In the event that the parents/guardians disagree with a decision to deny a bus change, the parents/guardians may request, in writing to the Superintendent, a meeting with the Board of Education's Transportation Committee. The Transportation Committee will meet with the parents/guardians within ten (10) working days of the receipt of this request. If a bus change is approved, it will go into effect within five (5) working days after a decision has been made.
  - b) **BUS GUESTS REQUESTS** will be granted on a space available basis. All requests must be in writing and must be received by the school principal at least two (2) school days before a guest is to ride the bus.
  - c) In an **EMERGENCY SITUATION** or in the case of an **UNDUE HARDSHIP**, the school principal may, at his/her discretion, grant a **TEMPORARY** exception to these conditions.
  - d) In no event shall any student in grades PK-4 be dropped off at his/her bus stop unless a parent or designated adult is visible. If no adult is present, children will be returned to the school and parents/guardians contacted by telephone and asked to pick up the child.

Policy adopted: September 1989

Policy re-adopted: February 28, 2018