

## SECTION IV: OPERATIONS

### **Q. SPECIAL TRANSPORTATION REQUEST (Alternate Bus Stop)**

It is the intention of the Transportation Department to provide safe, reliable, and effective bus service that meets the needs of students and their families. At times a need may arise that requires a student be picked-up or delivered to a location other than their regular home bus stop. In order to do so, the Transportation Special Request Form ([See Appendix](#)) has been created to accommodate this request while avoiding the reservation of space on more than one bus where possible.

Unfortunately, the complexity of our routing system requires procedures that restrict all short-term needs except those created by an emergency. Therefore, a Parent/Guardian is responsible for making other arrangements when the school system procedures cannot meet their short-term needs.

The Parent/Guardian may make a written request using the Special Transportation Request Form for transport to a location other than their regular home bus stop under the following circumstances:

1. Daily transportation from or to the same alternate location is on a permanent basis. Parents may not randomly alternate between the regular stop and the alternate location. However, an exception can be made if both stops are served by the same bus.
2. An emergency situation exists which prevents a student from going safely to his or her regular stop.
3. In the event the alternate location is a work location for the parent/guardian, the written request must be accompanied by the employer's written approval on company letterhead paper.
4. Each request is to be submitted to the school Principal for approval five (5) days before service is to begin. When reviewing the request the Principal shall contact the driver to determine if space is available and if this would be the correct bus assignment.

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<sup>i</sup> Revised Date July 1, 2008.