



STO-ROX SCHOOL DISTRICT  
 Transportation Department  
 600 Russellwood Ave, McKees Rocks, PA 15136  
 412-771-3213 ext. 5217  
 412-771-5193 (fax)  
 email: tnagel@srsd.k12.pa.us

**REQUEST FOR ALTERNATE TRANSPORTATION FORM**

**Please allow 48 hours for change to take effect. Proof of residency is required for all address updates.**

<i>School Attending</i>		<i>School Year</i>	
<i>Student(s) Name</i>		<i>Age</i>	<i>Grade</i>
<i>Home Address</i>		<i>State</i>	<i>Zip</i>
<i>Home Phone</i>		<i>Alternate phone</i>	

**CHILD CARE INFORMATION for change in Transportation** (Must be 5 days a week M-F)

AM ONLY:  PM ONLY:  BOTH:  ADDRESS CHANGE ONLY:

<i>Daycare Provider's Name</i>	<i>Phone #</i>
<i>Address</i>	

***Requested Start Date- allow 48 hours for change to take affect***

I understand and agree that an alternative bus arrangement for childcare purposes depends on (1) the student may not travel outside the school's attendance area; (2) the site of the childcare provider must be on an existing bus route [there will be no re-routing of buses]; (3) the student must ride the alternate bus five days per week; (4) the assignment of students to an alternate bus is contingent on space availability at the time of the request.

Further, I agree that if the childcare provider is closed due to inclement weather and/or emergency situations, I am responsible for transportation to and/or from school. Additionally, I have read and understand the procedures listed on the reverse side of this form.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Granted  Denied  Starting Date \_\_\_\_\_ Bus Number \_\_\_\_\_ Stop \_\_\_\_\_  
 Transportation Office \_\_\_\_\_ Date \_\_\_\_\_

**(OVER)**

## **Procedures and Conditions for Requesting Alternate Bus Assignment for Childcare Purposes**

In order to have students transported to an alternate site for childcare purposes, it is necessary to complete and submit to the school office the **Request for Alternate Bus Assignment due to childcare Arrangements** application. This application must be submitted a minimum of one week prior to when transportation is requested to start.

Approval of the request is contingent on the signature and approval of the building principal and the Director of Administrative Services. The request will be granted only if both the principal and Director of Administrative Services are in agreement and if the conditions listed below are followed and agreed to by the parent / guardian.

### **1. Same Bus**

The student must ride the same bus in the morning all five days from the same location. The student must ride the same bus in the afternoon all five days to the same location. Example: A student may be picked up at a childcare provider on Bus 12 in the morning and taken home on Bus 15 from school to home.

### **2. Existing Bus Route**

The location of the childcare provider must be on an existing bus route and, if possible, close to an existing bus stop. There will be no re-routing of a bus to accommodate a childcare request.

### **3. Space Availability**

The assignment of a student to an alternate bus is contingent on space availability. If the bus route requested is full at the time of the request, the request will be denied. The district will not move stops from one bus to another or re-route buses to accommodate a childcare request.

### **4. Same Attendance Area**

A student may not travel outside their attendance area to go to a childcare provider and receive alternate transportation services by the district. Even though some of the buses may cross attendance boundaries, students will not be eligible for alternate transportation if it is outside their assigned attendance area.

### **5. Emergency Closings**

If the childcare provider's facility is closed due to emergency or inclement weather, parents are responsible for providing transportation to and from school. Students may not use their home school assignment in the event of an emergency. If the Childcare Program closes early, parents must pick up their child(ren) at the regular school dismissal time.

### **6. Yearly Request**

The request for alternate transportation must be for the entire school year. If you change a childcare provider during the school year, you must submit another request for consideration. Up to two (2) changes may be made after the initial request. If subsequent requests are denied, parents must transport their child(ren) to school or the child(ren) must ride the transportation provided from their regular bus assignment. The alternate transportation form must be completed at the beginning of each school year.