

# NORTH BOONE COMMUNITY UNIT SCHOOL DISTRICT #200

## STUDENT TRANSPORTATION REQUEST FORM

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

Alternate Day Care Provider Name: \_\_\_\_\_

Alternate Day Care Provider Address: \_\_\_\_\_

\_\_\_\_\_

Alternate Day Care Provider Phone (list all applicable numbers): \_\_\_\_\_

The North Boone C.U.S.D. #200 Transportation Department will be responsible for providing transportation for students between school and either their home or the identified day care provider **(within home school boundaries) ONLY**. A **consistent schedule** for student pick-up and drop-off is essential for safety. Please identify below the location for pick-up/drop-off of the above student for each day of the week (please select "No Pick-up" or "No Drop-off" if school transportation is not necessary). For emergency changes in pick-up or drop-off locations, please contact the appropriate school office.

### Morning

<b>Monday:</b>	Home	Day Care	No pick-up
<b>Tuesday:</b>	Home	Day Care	No pick-up
<b>Wednesday:</b>	Home	Day Care	No pick-up
<b>Thursday:</b>	Home	Day Care	No pick-up
<b>Friday:</b>	Home	Day Care	No pick-up

### Afternoon

<b>Monday:</b>	Home	Day Care	No pick-up
<b>Tuesday:</b>	Home	Day Care	No pick-up
<b>Wednesday:</b>	Home	Day Care	No pick-up
<b>Thursday:</b>	Home	Day Care	No pick-up
<b>Friday:</b>	Home	Day Care	No pick-up

**Please Circle School Attending**

Capron                  Manchester                  Poplar Grove                  NBUE                  NBMS                  NBHS                  Other

Does your student have special needs that must be considered during transportation? \_\_\_\_ Yes \_\_\_\_ No

**CERTIFICATION:** I have read, understand and consent to having my child transported as I have indicated on this form for the duration of the school year. If I wish to make adjustments to this schedule, I will resubmit this Student Transportation Request Form no less than 2 days prior to the requested transportation schedule change. **Note: Only 1 Day Care change per semester (i.e., 2 per year)**. Additional changes will have a \$25.00 service fee.

**Emergency Closing:** It is the parents'/guardians' responsibility to make emergency closing arrangements for their child ahead of time. All parents/guardians need to make their child aware of pre-arrangements made for emergency dismissal. Parents/guardians are responsible for keeping contact phone numbers current at all times.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Transportation Information for Parents/Guardians

Transportation will be provided to the student's assigned bus stop. Transportation will be provided to a designated childcare provider only if the bus stop is in the student's home assigned attendance center area. Childcare provider must be consistent throughout the entire week and cannot be changed on a daily basis. Exceptions may be considered in an extreme emergency. If a student's bus stop is not that of his/her home, then a bus stop change request form must be completed and on file with the student's attendance center and with the transportation secretary. Any further change(s) in the student's designated bus stop will require completion of another bus stop change request form. The Parent/Guardian is limited to one daycare provider change per semester. The District reserves the right to deny transportation for an individual if the Superintendent and the Transportation Coordinator deem that such a change would not be in the best interest of the District. The decision shall be based upon consideration of safety, amount of time or length of the bus route, or capacity of the bus. Parents who use a childcare provider who resides in another attendance center area must provide their own transportation unless the student(s) are in attendance as a result of Policy 7-30.

Daycare provider addresses must be supplied to the district prior to August 1<sup>st</sup> because bus routes are developed during the summer. Daycare providers will be accepted after that date as long as the student can use an existing stop, which provides bus service to that students' school. Students will not be allowed to use a bus stop that would have them crossing streets considered to be hazardous.

Bus schedules and routes shall be determined by the Superintendent or designee and approved by the School Board. Bus schedules and routes shall only be altered by the Superintendent or designee and require the approval of the School Board. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible. Type I (full size) buses will not enter private driveways to pick-up or discharge passengers unless the driveway is used for a turn-around or unless the issue of the bus stopping in the main thoroughfare presents a traffic related safety issue. In villages and subdivisions, bus stops will be made at intersections and not individuals homes and will not go up cul-de-sacs except for mid-day and Pre-K routes, Special Ed and emergency situations. The district will try to maintain age appropriate (K-4, 5-8, HS) bus stops.

**PLEASE NOTE:** Parents/guardians must sign their child off a bus for mid-day kindergarten and Pre-K routes.

Musical instruments and book bags are the responsibility of the students and must be taken to their seats. Book bags and instruments that cannot be safely stored in their assigned seat will not be allowed on a bus.

I understand and will follow the emergency closing procedures above.

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Parent/Guardian Signature

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Date