

SPECIAL TRANSPORTATION REQUESTS 2018-2019 SCHOOL YEAR Transportation Procedures



With the number of requests received to accommodate childcare/babysitting, the Hebron Board of Education has set the following priorities and established procedures to ensure the safety of the children it transports and the reasonableness of its transportation operation.

Requests may be granted under the following circumstances:

- 1) the request is for a period of three months or more;
- 2) the location of the requested day care provider is on an existing bus route to and from the school to which the student is assigned;
- 3) there is space available on the bus to which the student would be assigned if the day care request is honored;
- 4) the location of the a.m. pickup is the same Monday through Friday and the location of the p.m. drop off is the same Monday through Friday;
- 5) in the judgment of the administration, the bus schedule will not be disrupted in terms of travel time or distance.

Any student whose day care request is honored will relinquish his/her seat on the bus on his/her home bus route.

Continuing Hebron residents and new students registered before July 1:

If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate childcare/babysitting needs, such a request must be submitted in writing by July 1 prior to the ensuing school year for children in grades K-6.

New students registering after July 1 and late requests:

Requests may be granted if requirements 1-5 are met.

NOTE:

- a. If there is no available school bus space on existing routes to meet all requests, requests will be granted to the limits of available space in the order received.
- b. The building administration will notify all parents of these procedures prior to the close of each school year. New parents will be informed at the time they register students.
- c. **Temporary exceptions may be granted by the superintendent or designee in the event of family emergencies.**

**HEBRON PUBLIC SCHOOLS
BUS FORM
2018-2019 School Year**

*Bus Routes are developed based on home addresses. If you need a pick up or drop off at a childcare provider, you **must** complete a new form every school year.*

(Please complete one form per child)

Please read an excerpt of the Board of Education policy and procedures which are printed on the back of this form. Note that approval of this request is contingent upon available bus space. Preference is given to those students who reside on the bus route; therefore a student who has been approved to ride a bus for daycare purposes may have this permission revoked at any time if space is needed to accommodate any new students on that route.

This request applies to:

_____ Student's Name

_____ Address

_____ Grade for 2018-2019

Please pick up my child _____ **at home** _____ **at the daycare address**

Please drop off my child _____ **at home** _____ **at the daycare address**

Daycare Provider's Name _____ **Address** _____ **Phone** _____

Description of Daycare Provider's house: _____

It is my intent that this be a long-term schedule (for at least three months) which I would like to have start on: _____.

For office use only

AM Bus _____
PM Bus _____

_____ First Student Office
_____ School Office
_____ Database
_____ Transportation Book
_____ Emergency Folder

Signature of Parent/Guardian

Home Phone / Cell Phone / Work Phone

Date