

BOWEN'S BUS SERVICE, INC.

ALTERNATE TRANSPORTATION FORM

Valid for the 2018-2019 school year only

Student will be eligible to ride after parents are contacted with bus transportation information by phone or postcard

Please read information below carefully - Form must be filled out completely

The legal responsibility of the District in transporting students to/from school is limited to providing services to their legal residence

Return completed form to: Bowen's Bus Service, Inc.
U.S. Mail: P.O. Box 43 - McNaughton, WI 54543
Email: school@bowensbusinc.com
Fax: 715-362-3997

Student Name (1) _____ Grade _____ School _____
(2) _____ Grade _____ School _____
(3) _____ Grade _____ School _____
(4) _____ Grade _____ School _____
(5) _____ Grade _____ School _____

Primary Home Address: _____ Phone# _____

Alternate Location Information

Requested Starting Date: _____ When: Pickup Drop-off Both Days: M T W T F

How Often: Every Day Every Other Week Varies Other: _____

Caregiver Name: _____

Caregiver Address: _____

Caregiver Phone #: _____

- Discontinue alternate transportation- Transport only to primary address
- Discontinue previous alternate transportation- Transport to above alternate location

Requested Starting Date: _____

Other info/comments: _____

The District policy for considering requests by parents to have their student(s) transported to alternate locations is as follows:

- All requests, including day care, must be made using the form below. Any changes to the pickup and/or drop-off locations during the course of the 2017-2018 school year require that parents fill out another form for the 2018-2019 school year. Once received by the bus service, requests may take up to **two weeks** to finalize. Please plan accordingly.
- One alternate location is allowed per child. Court-ordered situations will be reviewed separately, and proof of the court order may need to accompany your request. One change only in an eighteen-week period will be allowed. The Superintendent or his/her designee may consider changes under unusual or emergency situations.
- Parent/guardian may request transportation to a school outside of their resident attendance area; however, the bus will not deviate from its route to accommodate a request.

Parent's Signature _____ Date _____

Parent is responsible for transporting student until contacted with busing information from the bus company. This could take up to 2 weeks.

Transportation Office Use Only

Approved _____ Denied _____ Reason (if denied) _____

Bus # _____ Shuttle: A.M. _____ P.M. _____ Stop Location _____ Pick-Up Time _____ Drop-Off Time _____

Add to Route Sheets _____ Notified Driver _____ Informed Parent _____ Informed School _____ Date Notified _____