

BOWEN'S BUS SERVICE, INC.

ALTERNATE TRANSPORTATION FORM

Valid for the 2019-2020 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 2018-2019 school year require that parents fill out another form for the 2019-2020 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 \_\_\_\_\_

Bowen's Bus Service Inc. - 1940 River Street - Rhinelander, WI 54501 Phone: 715-362-3996 / Fax: 715-362-3997