

BOWEN'S BUS SERVICE, INC.  
**2019-2020 Bus Transportation**  
**CHANGE OF ADDRESS FORM**

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

Student will be eligible to ride after parent/guardian is contacted with new bus transportation information

**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**

<b>Student Name</b>	<b>(1)</b> _____	<b>Grade</b> _____	<b>School</b> _____
	<b>(2)</b> _____	<b>Grade</b> _____	<b>School</b> _____
	<b>(3)</b> _____	<b>Grade</b> _____	<b>School</b> _____
	<b>(4)</b> _____	<b>Grade</b> _____	<b>School</b> _____
	<b>(5)</b> _____	<b>Grade</b> _____	<b>School</b> _____

**Busing to Begin** (date) \_\_\_\_\_ **When:** Pickup Drop-off Both (circle choice)

**Old Address** \_\_\_\_\_ **Old Bus #** \_\_\_\_\_

**Primary Busing Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Township** \_\_\_\_\_ **Have Alternate Form on File?** \_\_\_\_ Yes \_\_\_\_ No

**OTHER INFO/COMMENTS** \_\_\_\_\_

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**SCHOOL DISTRICT BUSING POLICY - Bowen's Bus Service, Inc. (715) 362-3996**

The legal responsibility of the school district in transporting students to/from school is limited to providing services to their legal residence. Student safety, winter weather conditions and transportation efficiency require that students be expected to walk less than two (2) miles to a bus stop. Therefore, the following walking distances have been established.

- A. Walking distance **outside the City of Rhinelander** to a safe bus stop will be:
  - 1. Secondary (Grades 6-12) students: up to three quarters (3/4) of a mile
  - 2. Intermediate (Grades 4-5) students: up to one half (1/2) of a mile
  - 3. Elementary (Grades 1-3) students: up to one half (1/2) of a mile
  - 4. Kindergarten and 4K students are expected to walk the same distance elementary students walk (1/2 mile)  
Kindergarten and 4K students are required to have a responsible adult present at the bus stop
- B. Walking distance **within the City of Rhinelander** to school will be:
  - 1. Secondary (Grades 6-12) students: up to two (2) miles
  - 2. Intermediate (Grades 4-5) students: up to two (2) miles
  - 3. Elementary (Grades 1-3) students: up to one (1) mile
  - 4. Kindergarten and 4K students: up to three quarters (3/4) mile  
Kindergarten and 4K students are required to have a responsible adult present at the bus stop
- C. A student not eligible for transportation may be transported if there is room on an existing bus route and the bus does not have to alter the bus route or incur any additional cost to the school district.
- D. Bus routes will not be altered to accommodate an alternate transportation request.

**Primary Phone #** \_\_\_\_\_ **2nd Phone #** \_\_\_\_\_ **3rd Phone #** \_\_\_\_\_

*Please list phone numbers in the order you would like them called if the bus service needs to contact you.*

**Parent's Name** (please print) \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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**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 \_\_\_\_\_