

## **PROCEDURES FOR REQUESTING AN ALTERNATE BUS STOP**

The Loudonville-Perryville Schools has developed the following guidelines and procedures in order to comply with Ohio Revised Code 3301-83-13. This section of Ohio law regulates school bus routes and stops.

The purpose for establishing these guidelines and procedures, in addition to complying with state law, is to provide a safe and efficient system for transporting students to and from school. Parents/guardians, childcare providers and general public must be aware that the safety of students can be compromised when bus routes and stops are constantly changed.

### **Guidelines and Procedures for requesting an Alternate Bus Stop on a Permanent Basis:**

Unless the district receives notice to the contrary, the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence.

Parents/guardians may request an alternate pick-up and/or drop-off point (ex: grandparent's or childcare provider) if:

1. The request is received by the district's transportation department at least two weeks prior to the first day of school.
2. The alternate location requested is for five days per week for the entire school year.
3. All of the information requested on the proper form is provided to the transportation department.

Request for alternate pick-up and/or drop-off points made after the first day of school *will be granted if:*

1. The request is made as a result of the parent/guardian changing place of residence, and that the new place of residence is the location of the pick-up and/or drop-off point.
2. The alternate location requested is for five days per week for the remainder of the school year.
3. The request is received at least one week prior to the effective date.
4. All of the information requested on the proper form is provided to the transportation department.

Requests for alternate pick-up and/or drop-off points made after the first day of school (ex: as the result of a change in childcare providers) *may be granted at the discretion of the transportation supervisor providing the following conditions are met:*

1. The request does not involve making significant alterations to or the routing of existing bus routes.
2. The alternate location requested is for five days per week for the remainder of the school year.
3. The request is received at least one week prior to the effective date.

4. All of the information requested on the proper form is provided to the transportation department.

#### **Guidelines and Procedures for requesting an Alternate Bus Stop on a Temporary Basis:**

Unless the district receives notice to the contrary, the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence.

The following guidelines and procedures apply when parents/guardians request an alternate pick-up and/or drop-off point on a temporary basis. For the purpose of these guidelines and procedures, temporary is defined as an emergency or urgent extenuating circumstance when the parents/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child. **TRANSPORTING CHILDREN TO RECREATIONAL ACTIVITIES SUCH AS BIRTHDAY PARTIES, SLUMBER PARTIES, SLEEP OVERS, AND/OR SPORTING EVENTS DOES NOT CONSTITUTE AN EMERGENCY OR URGENT EXTENUATING CIRCUMSTANCE.**

Requests for alternate pick-up and/or drop-off points on a temporary basis will be granted if:

1. The request is made as a result of an emergency or urgent extenuating circumstance when the parents/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child.
2. There is space available for the child to ride on the bus.
3. The request is received 24 hours prior to the effective date.
4. All of the information requested on the proper form is provided to the transportation department.



**LOUDONVILLE-PERRYSVILLE SCHOOL**

**Alternate Bus Stop Request Form**

<b>Student Name(s)</b>	<b>Teacher</b>	<b>Grade</b>

**Students Home Information**

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

**Alternate Pick-Up/Drop-Off Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

**Effective Date(s):** \_\_\_\_\_

**Alternate Stop Applies To:**  AM Pick-Up  Kindergarten Noon  PM Drop-Off

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

**Please return to: Building Principal or Transportation Department  
615 N Mt Vernon Ave., Loudonville, OH 44842**

**Or FAX: 419-994-3578**

**Questions to: Transportation Department, 419-994-3314**

<b>Transportation Dept Use Only</b>		
AM Route <input type="checkbox"/>	Kindergarten Noon <input type="checkbox"/>	PM Route <input type="checkbox"/>

