



STUDENT TRANSPORTATION ALTERNATE DESTINATION/ADDRESS CHANGE FORM

PLEASE FILL OUT A SEPARATE FORM FOR EACH CHILD EVERY YEAR.

1. PLEASE PRINT CLEARLY

Student Name: _____ Home Phone: _____

Student Address: _____
(Street #, Street Name, apt #) (City) (Zip)

School: _____ Grade for current school year: _____

Parent/Guardian Name: _____ Daytime Phone: _____

Parent/Guardian Name: _____ Daytime Phone: _____

2. Please check all that apply:

- New Enrollment
- Current Home Address
- Change of Home Address
- Change in Daycare/Alternate Location

3. To School (choose only one)

- No AM transportation needed as...
 - Child will walk/drive
 - Parent/guardian transport
- Pickup from home
- Pickup from daycare/alternate destination

Start date for Transportation: ____/____/____

From School (choose only one)

- No PM transportation needed as...
 - Child will walk/drive
 - Parent/guardian transport
- Drop off at home
- Drop off location is a daycare/alternate location

End date for Transportation (if applicable): ____/____/____

Daycare/Alternate Location Information

4. Daycare or Contact Name: _____

Address: _____
(Street #, Street name, apt #) (City) (Zip)

Daycare or Contact Phone Number: _____ Alternative # _____

By signing this form, I acknowledge that I have read and understand the Student Transportation Alternate Destination Guidelines as found on the back of this form or at www.bhmschools.org.

Parent/Guardian Signature: _____ Date: _____

- Multiple pick-up or drop-off locations are not permitted. Transportation policy permits just one morning and one afternoon stop, with the same stop(s) five days a week. A variable schedule is discouraged.
- Notes given to the bus driver are not acceptable.** A form must be submitted to the building Principal or to Vision Transportation for temporary changes at least 2 days in advance.
- Transportation for social activities is not allowed and is parent/guardian responsibility.

Office Use Only: School has copy Vision has original

Student Transportation Alternate Destination Form Guidelines

Bus transportation is a privilege that can be lost if behavior is unacceptable on the bus or at the bus stop. MN Statute 123.B

IMPORTANT NOTICE - PLEASE READ CAREFULLY: I understand that by signing this form I am requesting that the student be picked up or delivered by the school bus at a location other than that normally scheduled by Buffalo-Hanover-Montrose School District 877 and Vision of Buffalo. For myself and the student, I and the student agree to hold Vision of Buffalo and Buffalo-Hanover-Montrose School District 877 and their agents harmless for any injury or damages which might arise before the student is picked up by the school bus at any alternate pickup point authorized by this form or subsequent to the delivery of the student at any alternate delivery point authorized by this form. For myself and the student, I and the student further agree any liability or responsibility that Vision of Buffalo and Buffalo-Hanover-Montrose School District 877 and their agents may have to safely transport the student shall not begin until the student has actually boarded the school bus at any alternate point of pickup authorized by this form and shall be fully and completely discharged once the student has departed the bus at any alternate delivery location authorized by this form. I understand the student will be picked up and/or delivered at an alternate location by the school bus in reliance upon the waiver of rights and assurances contained in this paragraph.

Daycare: All students in daycare are required to have a Transportation Form on file with the school of attendance and Vision Transportation, Inc. This information is used to assign bus stops and for notification in case of an emergency.

Daycare sites should be located within your student's school attendance zone; if we are unable to accommodate your request we will call the phone number provided. The Transportation Form must be completed and in the hands of the school or Vision by **specified deadline-see notification**. Although we will do our best to accommodate the request, there is no guarantee that we can accommodate daycare transportation once routes have been set for the start of school. Late forms will be processed by the end of the second week of school.

Daycare Application Procedure: Each Student's bussing information will revert to their home address. Daycare needs will need to be communicated if needed. If the daycare situation changes in the course of the school year, a new daycare form must be submitted to enact the change. Daycare change requests must allow five days before the change can take effect.

Bus Stop Locations: It is not feasible to locate a bus stop within sight of every home and daycare provider. As a general policy we locate bus stops at corner intersections. For safety reasons, we limit house stops and mid-block stops. We do not drive into cul-de-sacs unless distance requires it. **It is the responsibility of the parent/guardian or daycare provider to escort students to and from the bus stop.** (Home to bus stop distances: up to 1/4 mile for Kindergartners and up to 1/2 mile for Grades 1-12.)

Bus Stop Assignment: For reasons of safety and security, students are allowed only one designated bus stop in the morning and one designated bus stop in the afternoon with the same stop(s) five days a week. Multiple pick-up or drop-off spots are not permitted. A variable schedule is also not permitted.

Bus Stop Changes: Vision Transportation Services, Inc. must authorize any proposed changes to a student's bus riding assignment or bus stop assignment. Bus drivers are **not allowed** to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to Jim O'Neill at Vision at joneill@bhmschools.org or through the Transportation Director, Gary Kawlewski at gkawlewski@bhmschools.org.

Bus Stop Behavior: Unsupervised students are the cause of many bus stop problems and complaints. We urge parents and daycare providers to supervise students at the bus stops.

Bus Safety and Discipline: School district policy on bus safety and discipline is available on the district website. The policy, rules and guidelines are reviewed by the teachers each year and are handed out by the bus drivers. Please review these safety and discipline rules with your students.

Bus Scheduling: Under normal circumstances, students should be at their assigned bus stops at least five minutes before the scheduled arrival of their buses. It is not unusual for buses to be twenty minutes late or later during the first two weeks of school. This time lag is usually self-correcting shortly after the start of school. We request patience during this period of time. Buses may also run late due to rain, snow, ice, and fog or traffic conditions. If a bus is running late the bus will complete the route nonetheless and stop at every stop.

Non-transported Walk Zones: There are designated walk zones around schools throughout the school district. If a student lives within the designated walk zone, he or she is not eligible for bus transportation.

Emergency Change Requests: All temporary changes in a student's assigned bus or designated bus stop can be approved only by the child's school principal or Vision Transportation Service, Inc., and will be approved only in cases of family emergency. **Students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.**