

# Tri-County North Local Schools

## Request for Bus Transportation

A separate Request for Bus Transportation form must be completed for **each** child. Bus stops at multiple addresses within week's time will not be permitted unless court ordered for shared parenting. You may request one stop location for the AM pick up and one stop for the PM drop off.

If the bus driver believes that no one is home or if an older sibling is not with the child, the driver will transport the student back to Latchkey at the Elementary school located on Front Street Door #10. Parents will be charged the registration fee and hourly rate and parents are responsible for picking up their child by 6:00 P.M. If there is a pattern of this issue, the Superintendent and/or Children's Services will be notified.

Student Name \_\_\_\_\_ School Year \_\_\_\_\_  
School Attends (Mark One) \_\_\_\_\_ High School \_\_\_\_\_ Middle School \_\_\_\_\_ Elementary  
Home Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
Are there any medical issues that the bus driver needs to be aware of? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_

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PLEASE NOTE: You may have **ONE** address for the A.M. route and a different address for the P.M. route, but only **ONE** address will be accepted for each.

### A.M. TRANSPORTATION

I am requesting that the above named child be picked up at the school bus stop closest to:

Address \_\_\_\_\_  
Name of resident if different from parent/guardian \_\_\_\_\_  
Telephone number if different from parent/guardian \_\_\_\_\_

### P.M. TRANSPORTATION

I request that return transportation be provided to the closest school bus stop to:

Address \_\_\_\_\_  
Name of resident if different from parent/guardian \_\_\_\_\_  
Telephone number if different from parent/guardian \_\_\_\_\_

At the end of each school year, students' transportation needs are put back to their home address. Tri-County North Local Schools cannot assume that students will utilize the same daycare provider as in the previous school year. If your child will be utilizing a daycare/babysitter, then a Request for Bus Transportation form must be completed and turned into the district office prior to August 1st. If this form is not submitted prior to August 1, your child will be picked up and dropped off at your residence. These requests may be submitted via email to [april.hobbs@tenschools.org](mailto:april.hobbs@tenschools.org). Electronic requests must include the following: DATE, STUDENT NAME, REASON FOR REQUEST, NAME AND ADDRESS OF DAYCARE/BABYSITTER, WHETHER IT IS A REQUEST FOR AM, PM OR BOTH AM AND PM TRANSPORTATION, PHONE NUMBER OF PARENT/GUARDIAN, PHONE NUMBER OF DAYCARE/BABYSITTER, and the name of the requesting PARENT/GUARDIAN. The district cannot accept late requests. The transportation department will resume taking requests on September 1st.