

## **ALTERNATIVE TRANSPORTATION INFORMATION**

Dear Parents/Guardians:

Although not required to do so and completely at the discretion of the District, the District offers limited transportation services to and from school or home to daycare providers/designated caregivers ("alternative transportation") for eligible students in kindergarten through 5th grade ONLY.

Requests to transport a student to a daycare provider or designated caregiver located outside the student's school of attendance area cannot be accommodated.

The total number of different stops that a student may be transported to and from each week is two (2).

The alternative transportation schedule you request must be the same each week and the Transportation Department will not grant any requests to vary the schedule.

Only three (3) alternative transportation schedule requests per student may be made and granted per school year. Further, except for emergency situations, the Transportation Department will not consider or attempt to accommodate temporary, intermittent or one-time transportation schedule changes.

If you wish to end the alternative transportation schedule, you must notify the Transportation Department at least three days in advance and your student will go back to being transported to and from home to school only.

**YOU MUST RE-SUBMIT YOUR REQUEST EVERY YEAR.**

Beginning of the school year requests must be received by our office two weeks in advance of the first day of school to be considered. All other alternative transportation requests must be received three complete school days in advance of the requested starting date. Transportation will make every effort to accommodate the alternative transportation schedule you have requested, but due to bus overcrowding or other issues, Transportation cannot guarantee the request will be granted.

**An example of an acceptable alternative transportation request is as follows:**

	Monday	Tuesday	Wednesday	Thursday	Friday
PICK UP	HOME	DAYCARE	HOME	DAYCARE	DAYCARE
DROP OFF	DAYCARE	DAYCARE	HOME	HOME	HOME

**An example of an alternative transportation request that is NOT acceptable is as follows:**

	Monday	Tuesday	Wednesday	Thursday	Friday
PICK UP	HOME	DAYCARE	HOME	DAYCARE	<b>CAREGIVER</b>
DROP OFF	<b>CAREGIVER</b>	DAYCARE	HOME	HOME	HOME

The district's rules and regulations regarding student conduct on buses apply to alternative transportation services.

- All students must be at their stop five (5) minutes before their bus is due to arrive.
- Drivers are not permitted to wait for students walking to their bus stop.
- It remains the responsibility of the Parent/Guardian to see that someone is at the bus stop to meet their student at the end of the day.
- Please communicate to us, in writing, your permission to allow your student off the bus without an adult present.
- The District will make every effort to continue to provide alternative transportation services, it has the right to discontinue the services, at any time, in which you will be notified.

*Reminder: This service is only available for registered students that are residence of the Austintown Local School District.*

Please complete the Alternative Transportation Schedule Request Form for each student and fax, scan/email, or mail to the Transportation Office.

Austintown Transportation Office  
 275 Idaho Road  
 Youngstown, OH 44515  
 Transportation Office: 330-797-3900  
 Fax: 330-797-3955

# ALTERNATIVE TRANSPORTATION SCHEDULE REQUEST FORM

STUDENT  
NAME: \_\_\_\_\_

HOME  
ADDRESS: \_\_\_\_\_

SCHOOL \_\_\_\_\_  
GRADE \_\_\_\_\_

Alternate Location #1 and  
Phone: \_\_\_\_\_

Alternate Location #2 and Phone \_\_\_\_\_

Phone Number Where You Can Be Reached In Case Of Emergency: \_\_\_\_\_

Please review the attached letter, along with the Austintown Transportation policies and guidelines pertaining to alternative transportation services: and then, in accordance with those guidelines and restrictions, fill in the requested weekly alternative schedule for your child below:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>PICK UP</b>					
<b>DROP OFF</b>					

**An example of an acceptable alternative transportation schedule request is as follows:**

	Monday	Tuesday	Wednesday	Thursday	Friday
PICK UP	HOME	DAY CARE	HOME	DAY CARE	DAY CARE
DROP OFF	DAY CARE	DAY CARE	HOME	HOME	HOME

PARENT SIGNATURE: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Beginning date for alternative transportation schedule: \_\_\_\_\_

**This date must be at least three (3) complete school days from today's date.**

**\*Make sure all 10 boxes are filled in and that your starting date complies to policy.**

**Incomplete forms may delay the start of your request.**