



MCK Transportation Department Alternate Transportation Request Form

Student Information					
Student Name:					
School:				Grade:	
Parents or Guardian Name:			Contact #:		
Parents or Guardian Name:			Contact #:		
Request for Alternate Transportation:					
Please provide a brief written description of your request:					
	Mon	Tues	Wed	Thurs	Fri
Pick up location					
<i>(Office use only – Bus number)</i>					
Drop off location					
<i>Office use only – Bus number</i>					
Area/Location/Road name:					
1)					
2)					
Start Date:					

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Policy for Alternate Pick-up and Drop-off Requests

- 3.21 Alternate pick -up or drop- off requests will be available for school children up to grade six (6).
- 3.22 Requests are aimed at accommodating children who may live at alternate residences or required for after school care for working parents.
- 3.23 The Daily Transportation Department shall accommodate requests to pick up and/or drop off at one (1) alternate address under the following conditions:
 - 3.23.1 The parent or guardian must complete a request form and return it to the Manager of Daily Transportation at the beginning of each school year.
 - 3.23.2 The alternate address will be on a consistent day and time each week.
 - 3.23.3 The requests must not cause undue scheduling hardship, any safety risk or other unforeseen negative circumstances.
 - 3.23.4 The additional address must be along a current route. Bus routes will not be extended to accommodate the request.
 - 3.23.5 The Manager of Daily Transportation must approve the request in writing.
- 3.24 Requests may be made during the school year for changing circumstances and must be done no sooner than two school days prior to the start of the alternate pick up and/or drop off.
- 3.25 The one alternate address may be replaced with another providing all conditions are met.
- 3.26 Random pick-up and drop-off requests outside of the alternate address will only be considered on a case by case basis.
- 3.27 Requests made directly at the school will not be permitted.
- 3.28 Pick-up or drop off requests or arrangements made directly to the bus driver shall not be permitted.
- 3.29 Emergency requests must be made directly with the Manager of Daily Transportation or designated personnel.
- 3.30 The schools will be provided with alternate address drop off information to ensure proper placement of students on buses.
- 3.31 Requests are valid for one school year.

Daily Transportation Use Only			
Request Number:		Date Received:	
Approval Signature:		Date:	
Bus Numbers Affected:	Pick Up:		Drop Off:
Parent(s) Contacted:		School Informed/Date:	