



2400 MASON EAGLES DR.
ERIE, MI 48133
ERIE.MASON.K12.MI.US

Request for Daycare Provider Transportation

Contact information:

bussing@eriemason.k12.mi.us

Phone: 734-848-9357 Fax: 734-848-5425

This request is only valid for the present school year. If there are any changes to this request, the transportation department is to be notified immediately at the above address or phone.

Transportation is only provided within the boundaries of Mason Consolidated Schools.

Attending School:

Child's Name: _____ Grade: _____

This request is for: ☐ A.M. (pick up) ☐ P.M. (drop off) ☐ Daily

½ day students: ☐ A.M. Pick up/Drop off ☐ P.M. Pick up/Drop off

Select days:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Effective Dates:

Home Address: _____

Bus #: _____ Bus Stop: _____

Home Phone #: _____ Work Phone #: _____

Emergency Contact: _____ Emergency Phone #: _____

Transport Child: ☐ From ☐ To

Care Provider: _____ Address: _____

Phone #: _____ Bus #: _____ Bus Stop: _____

Where will the child be transported on half days?

Address: _____

Parent/Guardian Name: _____ Signature: _____

All information on this form must be complete before approval can be granted. Approval may take 3-5 days.

For Office Use Only

☐ Approved

☐ Denied

Transportation Manager Signature

Date



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Frequently Asked Questions

Before completing a request, please ensure that the bus stop you are requesting your child be dropped off at is an eligible bus stop for the school your child attends.

Once the form is completed, it must be received by the transportation department for approval. Forms can be submitted to the attending school; however, please note that the transportation department does not always receive the form on the same day. It may take up to 3-5 days for a form to be approved.

If you have a question about your approval status, please contact the transportation department at 734-848-9357 or 734-848-9303.

When is a Request for Daycare Provider Transportation Form required?

A Request for Daycare Provider Transportation Form is required any time a child needs to be transported to an alternate bus stop. Handwritten notes and phone calls are not acceptable. One-time-only requests still require a form to be completed.

What if my child needs to get off at an alternate bus stop only once?

In order to protect your child's safety and security, a Request for Daycare Provider Transportation Form **MUST** still be completed, even for a one-time drop-off.

What if I do not complete a Request for Daycare Provider Transportation Form?

Failure to complete the form will result in denial of an alternate bus stop request.

Who is the Care Provider?

The Care Provider is the owner of the household at the address the student will be getting dropped off. The Care Provider's name, address, and telephone number are required. Failure to complete this information will result in denial of your request.

How long will a Request for Daycare Provider Transportation Form be valid?

A Request for Daycare Provider Transportation Form is valid through the dates requested. A completed and approved form will not be carried into the following school year. A new form must be completed each school year.