

# DAY CARE PICK UP/DROP OFF REQUEST FORM

## Eligibility Requirements:

- ✓ The student must be eligible for school bus transportation at his/her home and reside outside a 1.5 mile radius of the school.
- ✓ This form must be completed and returned to the school. Schools will forward to the Transportation Office.
- ✓ The day care facility must have enough space for buses to be able to turn around and leave without creating a safety hazard.
- ✓ Pick up and drop off times will be by route times in the area, which will be determined by the Transportation Office. Children must be outside at their designated stop in the AM when bus arrives.
- ✓ **Day care facilities MUST be in school attendance area. Buses will not transport students to day cares outside the school attendance area.**
- ✓ Children six and under/kindergartener must be met by an adult to exit the bus. Children not met by an adult will be returned to their schools.
- ✓ **This request must be for Monday-Friday.** Children will only be picked up and dropped off at locations listed below. It is the responsibility of the parent/student to know which address they are to go to on a daily basis.

## Please Print Responses

Name of Student's School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Age: \_\_\_\_ Grade: \_\_\_\_

Student's Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

A. M. Child is to be picked up at: \_\_\_\_\_

(One address only) (Street address at home) or (Name of day care & street address)

P. M. Child is to be dropped off at: \_\_\_\_\_

(One address only) (Street address at home) or (Name of day care and street address)

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## To Be Completed By Transportation Office

Name Of Student: \_\_\_\_\_ Will Be Picked Up

At \_\_\_\_\_ By Bus # \_\_\_\_\_ Approx. Time \_\_\_\_\_

Name Of Student: \_\_\_\_\_ Will Be Dropped Off

At \_\_\_\_\_ By Bus # \_\_\_\_\_