

**Coatesville Area School District**  
**Request for Alternate Bus Assignment due to Babysitting Arrangements**

To determine eligibility for an alternate bus assignment, please respond to the following questions:

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Student will be at the same bus stop in the mornings and afternoons five (5) days per week. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | The babysitter is located on an existing bus route close to an existing bus stop.           |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | The babysitter lives in the school's attendance area.                                       |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | The request is for the entire school year or when accommodations change.                    |

If the answers to all 4 questions are yes, complete the form below. If one or more of the answers is no, your child is ineligible for an alternative bus assignment. **Note: the approval of your request is predicated on both the approval of the building principal and the Supervisor of Transportation for the District.**

School \_\_\_\_\_ School Year \_\_\_\_\_

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

**New Destination Requested**

Requested start date: \_\_\_\_\_ (Requests can take up to one week to set up.)

Babysitter/Childcare Provider's Name \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

I understand and agree, that an alternative bus arrangement for babysitting purposes depends on (1) the student may not travel outside the school's attendance area; (2) the site of the babysitter must be on an existing bus route (there will be no re-routing of buses); (3) the student must be at the alternate bus stop in both the mornings and afternoons, five (5) days per week; (4) the assignment of students to an alternate bus is contingent on space availability (assignment may be rescinded should space be needed to accommodate new student(s) entering school who live along the bus route).

Further, I agree that if the babysitting facility is closed due to inclement and/or emergency situations, I am responsible for transportation to and from school. Additionally, I have read and understand the procedures listed on the reverse side of this form.

Parent/Guardian Signature \_\_\_\_\_

Granted \_\_\_\_\_ Denied \_\_\_\_\_ Starting Date \_\_\_\_\_ Bus # \_\_\_\_\_ Bus Stop \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor of Transportation's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Procedures and Conditions for Requesting Alternate Bus Assignment for Babysitting Purposes**

In order to have students transported to an alternate site for babysitting purposes, it is necessary to complete and submit to the school office the **Request for Alternate Bus Assignment due to Babysitting Arrangements** application. This application must be submitted a minimum of one week prior to when transportation is requested to start.

Approval of the request is predicated on the signature and approval of the building principal and the Supervisor of Transportation. The request will be granted when both the principal and the Supervisor of Transportation are in agreement and if the conditions listed below are followed and agreed to by the parent/guardian:

### **1. Same Bus Stop**

The student must use the same bus stop in the morning and in the afternoon, five (5) days per week. Example: a student may not be picked up at his home in the AM and taken to a sitter at a different stop in the PM. Pick up is at either the student's home or the location of the babysitter/childcare provider---not both. Emergency situations will be handled on an individual basis.

### **2. Existing Bus Route**

The location of the babysitter/childcare provider must be on an existing bus route and, if possible, close to an existing bus stop. There will be no re-routing of a bus to accommodate a babysitting/childcare request.

### **3. Space Availability**

The assignment of a student to an alternate bus is contingent on space availability. Should a bus to which students have been assigned for alternate transportation becomes overloaded, students will be removed in the reverse order of being assigned to the bus and will be reassigned to their original (home) bus assignment.

### **4. Same Attendance Area**

A student may not travel outside their attendance area to go to a babysitter/childcare provider and receive alternate transportation services. Even though some of the buses may cross attendance boundaries, student will not be eligible for alternate transportation if it is outside their assigned attendance area.

### **5. Emergency Closings**

If the babysitter/childcare provider's facility is closed due to an emergency or inclement weather, parents are responsible for providing transportation to and from school. Students may not use their home school assignment in the event of an emergency. If the facility closes early, parents must pick up their child (ren) at the regular school's dismissal time.

### **6. Yearly Request**

The request for alternate transportation must be for the entire school year. If you change a babysitter/childcare provider during the school year, you must submit another request for consideration. Up to two (2) changes may be requested after the initial request. If subsequent requests are denied, parents must transport their child(ren) to school or the child(ren) must ride transportation provided from their home address.