



# Beaver Dam Unified School District

## Alternate Bus Pick Up/Drop Off Location Request



Please complete this form to request transportation to/from school from/to a location other than the child's primary residence. Completed forms must be returned (mail or in-person) to the BDUSD Business office at 400 E. Burnett St., Beaver Dam, WI 53916. Please allow one week for processing and routing of the request. You will be called to confirm the request has been approved and implemented.

District guidelines for transportation to/from child care is as follows:

1. The District is NOT required to transport children to childcare centers/babysitters or alternate locations and may suspend or discontinue this service at any time for any reason.
2. Students who are routinely eligible for transportation will be given primary consideration for regular transportation to/from childcare centers/babysitters.
3. Students in grades K – 2 will receive priority over students in grades 3 – 5. Alternate pick up/drop off is not available for students in grades 6 – 12.
4. Students may be transported to a childcare center or babysitter if no change in existing or planned bus routes is necessary. Transportation to a childcare center or babysitter that would require changes to existing routes will be considered on a case-by-case basis.
5. Students may be allowed to ride a different bus for childcare transportation if room is available on the bus.
6. Eligible students will not be bussed if the childcare center/babysitter is within the walking area of the school.
7. Students who are shuttled to a school other than their neighborhood school due to crowding may be shuttled to the neighborhood school for the childcare center/babysitter location and may be required to walk from that school to the childcare center/babysitter.
8. Children not normally eligible for busing can apply for this service on a space availability basis.
  - a. In the event that seats originally available to provide this service are subsequently assigned to students who are regularly eligible for bussing on a given route, students who were approved last will be dropped from the service first.

Requests must be renewed each school year. In the event of changes in location, a new application must be submitted. Multiple (more than two) changes during a school year may result in denial of the application.

There can only be ONE regularly scheduled pick-up point before school and ONE regularly scheduled destination after school. We will not schedule alternating locations for different days.

### STUDENT INFORMATION

<b>Student Name</b>	<b>School Attending</b>	<b>Grade</b>
<b>Primary Residence Address</b>		<b>Primary Phone Number</b>

<input type="checkbox"/> I would like transportation every morning FROM an alternate location BEFORE school.	
Address:	
Sitter/Center Name:	Phone Number:
Start Date:	End Date:

<input type="checkbox"/> I would like transportation every afternoon TO an alternate location AFTER school.	
Address:	
Sitter/Center Name:	Phone Number:
Start Date:	End Date:

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

### FOR OFFICE USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		NOTIFIED: _____		DATE: _____	
<b>AM Route</b>	<b>Pick-Up Time</b>	<b>Driver</b>	<b>PM Route</b>	<b>Pickup Time</b>	<b>Driver</b>