

Durand CUSD #322 SPECIAL CIRCUMSTANCE Transportation Request

RETURN TO THE TRANSPORTATION DIRECTOR, FAX # 815-248-2599

Criteria for special circumstance requests

1. All requests must be submitted a minimum of 48 hours prior to the requested date of transportation.
Please note: Emergency situations will be handled in a manner that provides for the needs of the family.
2. Signatures from both the sending and receiving parents/legal guardians MUST accompany the request.
3. A separate request must be submitted for all occurrences that would be considered "special circumstance" transportation.
4. For STANDING transportation requests, please use the Transportation Pick-Up, Drop-Off Request form.
Durand CUSD authorizes one additional pick-up or drop-off location in addition to a student's home address. These locations must remain consistent throughout the school year.
5. All "special circumstance" requests will be handled on a case-by-case basis.
6. Durand CUSD #322 reserves all rights regarding special circumstance transportation and approval is not guaranteed.

I, _____, parent or legal guardian of _____, will be requesting the following pick-up and/or drop off locations for my child(ren). I understand that this authorization, allowing my child or children to enter or exit a Durand CUSD #322 school bus will be in effect for the DATE listed below and is subject to approval from an appropriate school administrator.

REQUESTED PICK-UP LOCATION

Date of requested pick-up _____

Requested pick-up address/location _____

Parent or legal guardian signature _____ Contact Phone # _____

Signature of pick-up location parent or guardian _____

REQUESTED DROP-OFF LOCATION

Date of requested drop-off _____

Requested drop-off address/location _____

Parent or legal guardian signature _____ Contact Phone # _____

Signature of drop-off location parent or guardian _____ Contact Phone # _____

Reason for request _____

----- PLEASE DO NOT WRITE BELOW THIS LINE -----

Date Received _____

Approved YES NO

P/U Location Bus Driver _____

Contacted & Assigned _____

D/O Location Bus Driver _____

Contacted & Assigned _____

TRANSPORTATION POLICIES

Pick-up & drop-off requests

One of the biggest safety issues any transportation department faces is in making sure that each and every rider is picked up and dropped off at the proper address. When multiple addresses or multiple changes are permitted, the possibility of making an error is increased and that affects the overall safety of the student. Therefore establishing consistent pick-up and drop-off locations allows both the bus driver and students to establish a consistent schedule, thus increasing the overall safety of the bus route.

Transportation arrangements will be permitted only if they are limited to the home address plus one additional pick-up or drop-off address and those addresses adhere to a consistent schedule. *E.G. Student dropped off at their home on Mondays, Wednesdays, and Fridays and dropped off at the secondary address on Tuesdays and Thursdays.*

The school transportation director and/or the appropriate school administrator will be responsible to approve any emergency related transportation services in the event of a family emergency.

Bus Passes

It is the responsibility of the school district transportation department to provide safe and appropriate transportation for qualifying students to and from school from their home address or other approved location, such as a babysitter or daycare provider. Other transportation arrangements are the responsibility of the parents, family members, or legal guardians.

#1 Requests for daily bus passes will not be permitted. Parents of students requiring consistent transportation due to daycare circumstances, either before or after school, are required to fill out the transportation request form and submit it back to the appropriate school office for approval.

#2 In the event of a family emergency situation requiring a change in a student's or students normally scheduled transportation, every effort will be made by the school administration to accommodate for the needs of the family.

#3 Special circumstance related transportation requests will be handled on a case-by-case basis and will require the use of a SPECIAL TRANSPORTATION FORM, which can be picked up at either school office. Requests for special circumstance related transportation do not carry guaranteed approval and must be approved by a school administrator. Parental abuse of special circumstance transportation requests will result in a loss of the privilege. All special circumstance transportation requests must be submitted a minimum of 48 hours before requested transportation.

#4 Durand CUSD #322 reserves the right of final approval on all transportation requests.