

# TRANSPORTATION REQUEST FORM

## East Hampton Public Schools

94 Main Street, East Hampton, CT 06424  
Telephone: 860-365-4000, Fax: 860-365-4004

Today's Date: \_\_\_\_\_

Date change needed for: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm / day / year

***One week minimum notice is required to implement a bus change.***

To: \_\_\_\_\_

School

From: \_\_\_\_\_

Your Name

Re: Request for **change** in student transportation location for the present school year.

Reason for bus change(s): \_\_\_\_\_

Name of Child(ren) First and Last	Homeroom Teacher(s)	Grade Level(s) <i>(if kindergarten, specify am or pm)</i>

Home Address: \_\_\_\_\_

*Complete address including house # and apartment #.*

Is this a new home address? ☐ Yes ☐ No

Is this a new student? ☐ Yes ☐ No

Location	Complete street address and/or closest intersection.	
	Current	Requested
Pick-up		
Drop-off		

**If your daycare has changed, please complete the information below:**

Daycare Provider Name	Daycare Provider Phone Number

I understand that the requested transportation change will be considered according to the East Hampton Board of Education Transportation Policy (see back). I further understand that the requested location(s) is to apply five days a week, using established transportation routes. By Board policy children can walk the following distances to bus stop or school:

**Grades K-3: up to 1 mile   ★   Grades 4-8 – up to 1 ½ miles   ★   Grades 9-12 – up to 2 miles**

\_\_\_\_\_  
Legal Guardian Signature

\_\_\_\_\_  
Daytime Phone Number

*For office use only:*

Effective Date of Change:					Is this a new stop? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Bus # (4 digits)				Stop #	Stop Address
Pick-up				P		
Drop-off				D		

*Dates completed:*

\_\_\_\_\_  
Faxed to Central Office

\_\_\_\_\_  
Confirmation sent to School

\_\_\_\_\_  
Bus Pass Completed

\_\_\_\_\_  
Confirmation sent to Bus Co.

\_\_\_\_\_  
Parent Called

\_\_\_\_\_  
Entered in School Computer

Comments: \_\_\_\_\_

## **Transportation Policy**

1. If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate child care/baby-sitting needs, such a request must be submitted in writing on forms available in the school offices by JULY 1 prior to the ensuing school year for children in grades 1 - 6 and within 30 days of notification of kindergarten session placement (a.m. or p.m.) for children in kindergarten.

**Unless a form is received, your child's busing arrangements will be the same as they were for the last completed school year.**

Requests may be granted under the following circumstances:

- A. One requested change will be granted each school year.
  - B. Transportation will only be provided to the same location, whether a.m. or p.m., for the entire week. Children will be able to leave their normal bus at an alternative designated stop provided the child's parent or guardian submits a written request to the school upon the child's arrival to school.
  - C. There is available school bus space.
  - D. In the judgment of the administration, the bus schedule will not be disrupted in terms of travel time or distance.
2. A request for new students registering after July 1 may be granted if requirements of Section 1 are met.
  3. If there is no available school bus space on existing routes to meet all requests, requests will be granted to the limits of available space in the order received.
  4. The building administration will notify all parents of this policy prior to the close of each school year. New parents will be informed at the time they register students.

In addition, it shall be the policy of the East Hampton Board of Education that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when necessary to implement the educational program of the student or when arranged in accordance with this policy. These exceptions must be approved by the Superintendent or his designee. Bus assignment changes will not be approved for such purposes as overnight visits, birthday parties, pajama parties, scout meetings, etc. Bus drivers will be instructed to refuse transportation to any student who is not a regular passenger unless the student has received prior approval from the building principal.