

## DAY CARE TRANSPORTATION REQUEST FORM

If your child is to be transported to and/or from school to a location other than your designated home area bus stop, please complete the Transportation Request Form on the reverse side of this notice and return it to the Transportation Office located in the Chancellor Center or mail the form to the address below. Forms may also be picked up at each school.

Requests for Council Rock School District bus transportation from locations other than the student's home will be considered only if the student is eligible for transportation and the stop is on an existing bus run located in the school attendance area to which the student is assigned.

Students will be assigned to bus stops only on a consistent basis. This schedule must be consistent. We cannot honor requests for transportation that will vary day by day.

Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned and make the necessary changes. Approximately (3) three School Days.

Building principals may approve temporary changes for emergencies such as illness in the family, parent out of town, etc. Telephone requests will not be taken for permanent changes. Requests must be submitted on a "Transportation Request Form" and submitted to the Transportation Office. Notes requesting transportation changes signed by parents will not be accepted by bus drivers.

Requests for transportation to a child care provider will be granted only if the child care provider is on an established bus route in the school's attendance area.

Students will be permitted to ride only the bus to which they are assigned. In addition, they will be permitted to get on or off the bus only at the stop to which they are assigned for safety reasons.

**Special Note:** Child Care Day Care Transportation Request Forms should be submitted **BEFORE August 1st** of each school year. Student bus stops revert back to the home location at the end of each school year. Requests for transportation to child care providers must be made annually.

While this may cause parents temporary inconvenience, we're sure you can understand our rationale. We are very serious about our responsibility for transporting students to and from school safely. We need to know at all times what children are on our buses.

We appreciate your cooperation in this matter.

If you have any questions you may call the Transportation Office at 215-944-1010.

Council Rock School District Transportation Office  
30 N. Chancellor Street, Newtown, PA 18940

E-mail : [Transportation@CRSD.org](mailto:Transportation@CRSD.org)

Fax : 215-944-1011

**COUNCIL ROCK SCHOOL DISTRICT**  
**DAY CARE TRANSPORTATION REQUEST FORM**

SCHOOL YEAR \_\_\_\_\_ Requests must be submitted each school year. Transportation will revert back to student's home address at the end of the School year.

Student(s) Name: \_\_\_\_\_

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

School Attending: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Please fill in the blanks where indicated and provide us with accurate information and the required signatures. Please return this form to the Council Rock School District Transportation Office, 30 N. Chancellor Street, Newtown, PA 18940 This form may also be faxed to 215-944-1011.

**Daycare Provider:** \_\_\_\_\_

Daycare Provider Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Bus Stop Location (For Child Care Provider Location If Known): \_\_\_\_\_  
(Must be an existing bus stop.)

**Student Transported TO SCHOOL FROM:**

**Child Care Provider / Day Care Facility** \_\_\_\_\_

(Must be 5 days a week, if not, parent is responsible for transportation to school from home).

**Student Transported FROM SCHOOL TO:**

**Child Care Provider / Day Care Facility** \_\_\_\_\_

(Must be 5 days a week, if not parent is responsible for transportation home on days not attending day care.)

Signature of Parent or Guardian: \_\_\_\_\_ Phone Nr. \_\_\_\_\_

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**TRANSPORTATION DEPARTMENT USE ONLY**

Effective Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Transportation Director \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: This request can only be approved by the Transportation Office. Building principals can approve temporary changes in transportation for emergency reasons.

Copies: School Office: \_\_\_\_\_ Parent Notified via \_\_\_\_\_ E-Mail \_\_\_\_\_ Telephone Date \_\_\_\_\_ Time \_\_\_\_\_.