

Crooksville Exempted Village Schools Alternative Transportation Request

Form must be completely filled out

Student Name:

1. _____ Grade _____ School _____

2. _____ Grade _____ School _____

3. _____ Grade _____ School _____

Primary Home Address: _____

Phone # _____ Primary Bus Number _____

Alternate Location Information:

Request starting Date: _____ When: AM- PM -Both Days at Alt. Location M - T - W -TH -F

No Transportation required _____

Name of Adult at Address: _____

Alternate Address: _____

Phone Number at Alternative Address: _____

Signature of Parent/ Guardian: _____

Date: _____ Alternate Bus Number: _____

The Legal responsibility of Crooksville Exempted Village School District is transporting to and from school is limited to providing services to their legal residences.

Bus Passes will only be issued if there is a **24 hour written notice** of the student going to a different location for temporary situations. **Bus passes must contain the name and address of location or the bus pass will NOT be issued.** Bus passes will only be allowed if there is available seating on that bus. No Exceptions.

1. The Parent/Guardian must make all requests in writing to the Transportation Office. All requests must include the address and telephone number of the parent/guardian; the name, address and phone number of the child care provider; the name(s) of the student involved.
2. The child/children may have a different pick-up and drop-off point if the change is on a daily basis for the full year. The pick-up and drop-off location can only be the main or alternate stop provided at the beginning of the year. There may be changes to the main or alternate stops if the student moves or alternate stop changes. This must be a permanent stop change and not temporary. There must be a 24 hour written notice of changes to the Transportation department before the change takes effect.
3. There will be no changes to any routes to accommodate the alternate stop location.
4. A change of the bus assignment for alternate stops will be allowed only if seating is available on the bus.
5. The request for transportation to and/or from an alternate stop must be renewed each school year.

Return completed form to: Crooksville Transportation office 4025 Ceramic way Crooksville Ohio 4373
740-982-6362 email james.creech@crooksville.k12.oh.us