

## Request Policy

### TRANSPORTATION REQUESTS

The Washington Township Board of Education's policy regarding alternate route requests is intended to reduce, as much as possible, potential errors of dropping students off at incorrect locations where they have no adult supervision. In this regard, only permanent route changes will be considered. Requests must be submitted in writing.

A. Occasional requests from parents to have their children dropped off at a location other than their own home will be accommodated only under the following circumstances:

1. The alternate stop is on the same bus run the student normally takes;
2. The requests are occasional only and do not represent a standard pattern of dropping the student off at a different location;
3. Each request is for a single day only;
4. Each request is made in writing, approved and verified by the transportation coordinator or principal designee in the absence of the transportation coordinator and presented to the bus driver. Without a note, the driver will drop the student off only at his/her assigned bus stop or return him or her to school.
5. Occasional requests will be denied if the student is to ride any bus other than his/her normal bus home (parents are requested to provide transportation).
6. Under no circumstance will the student be dropped off at one location on some days and another location on other days.
7. Only in an emergency situation will a student be permitted to ride a different bus other than his/her normal bus. Notification must be made by the parent to the transportation coordinator or school principal before such a

change be made.

B. Permanent requests from parent to have their children's pickup or drop off at a location other than their own home, including babysitters, will be accommodated only under the following circumstances:

1. All requests must be submitted in writing to the supervisor of transportation via the school office.
2. All requests will be for the permanent change for each day of the entire school year.
3. Under no circumstances will a student be dropped off at one location on some days and another location on other days. A child may be picked up at a different stop on the same bus route the child normally rides as long as the stop is an established stop, the parent is responsible to see that the child gets to the alternate stop and the change is approved by the Transportation Coordinator. Additional stops will not be created for this purpose.
4. The permanent alternate stop will be the same for abbreviated sessions, half days, emergency midday closings, the days before vacations, etc.
5. Requests for a permanent change which requires a bus other than the one normally serving the student's own home, will be accommodated only if space is available and only if the bus does not have to leave its normal routing within the boundaries for that school. If at any time during the school year new students are admitted to the district, babysitting requests will be removed from a route if the bus is over capacity, to make room for the new student. Parents will have to make other arrangements.
6. Requests will be filled on a first come first serve basis. Requests will be accepted no later than August 1<sup>st</sup> prior to the start of the school year. Requests must be sent in writing to the transportation secretary. Students will be assigned as previous year unless change is requested.

7. Spaces will not be reserved for babysitters or day care centers. All requests must come directly from parents or legal guardians.
8. Any requests for occasional changes will be accommodated in strict compliance with the provisions for occasional changes stated above (see section A). For students permanently being dropped off at a babysitter however, without a note, the driver will drop the student off only at the babysitter or return him/her to school. (This is to insure that the student is not left at a location without supervision).