

## Greenfield-Central Community School Corporation Guidelines for Special Transportation Request

The transportation of students to and from school is not a state or federal law, but is a privilege granted to our students by the Greenfield-Central Community School Corporation Board of Trustees. The Greenfield-Central Community School Corporation assumes the responsibility of transporting students between their homes and assigned school, as long as they do not live in a designated walk area. One of the corporation's missions is to provide safe transportation for Greenfield-Central Community School Corporation students whenever possible without creating a hardship on any other student or on the corporation. The following guidelines are set in place to help regulate these requests:

- A. A request for special transportation must be submitted each school year.
- B. The request cannot create additional costs to the Corporation.
- C. The request cannot create confusion.
- D. The request is caused by a current, or prior, special situation created by the Corporation.
- E. The request cannot combine elementary and middle/high school students on the same vehicle.
- F. The request cannot include pick-up or delivery within a walk district.
- G. The request cannot compromise the accountability of the Corporation.
- H. The request can not compromise maximum bus capacity, route times, and/or student safety.
- I. The request shall include the location of a designated guardian where the student is to be delivered.
- J. The request cannot include transportation to/from a place of business other than day care facilities.

"Special Request for Transportation" forms are available at all school locations.

Responsibility of transportation for the student will remain with the parent/guardian until the Principal recommends the request. All special request recommended by the principal are granted on a temporary basis. Final approval or denial from the Transportation Department will be sent to you via your student in a written form. All requests submitted before mid August will be reviewed within three weeks from the start of school. All others will be reviewed within two (2) weeks of the application date.

*All Special Requests are granted on a temporary basis.  
These privileges can be revoked at anytime due to the development of unforeseen circumstances.*

# Special Request for Transportation

DATE OF REQUEST \_\_\_\_\_ REASON FOR REQUEST: CHILD CARE \_\_\_\_\_ OTHER (specify) \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT'S HOME ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CURRENT BUS # AM \_\_\_\_\_ PM \_\_\_\_\_ SCHOOL \_\_\_\_\_

CHILD CARE PROVIDER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CHILD CARE PROVIDER'S ADDRESS \_\_\_\_\_

**TRANSPORTATION TO BE PROVIDED:**

\_\_\_\_\_ TO SCHOOL FROM THE CHILD CARE PROVIDER \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI

\_\_\_\_\_ FROM SCHOOL TO THE CHILD CARE PROVIDER \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI

\_\_\_\_\_ BOTH TO AND FROM SCHOOL \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI

CUSTODIAL PARENT \_\_\_\_\_ ADDRESS \_\_\_\_\_

RESPONSIBILITY ACCEPTED BY \_\_\_\_\_ CHILD CARE PROVIDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SHARED PARENTING:**

MOTHER'S ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

FATHER'S ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

In an effort to maintain the cost of student transportation at the level set by the Greenfield-Central Community School Board of Trustees, the student's parent/legal guardian must submit all child care/alternative transportation forms annually. Forms are available at all school locations. Requests must be submitted to the student's school, have the recommendation of the building Principal (or designee) and be submitted to the Transportation Department for complete and final approval. Approval of this request will be based upon the circumstances of the student, current corporation guidelines, and space availability.

Inappropriate behavior on bus could result in request being revoked.

I have read and understand the guidelines on the back of this form. I feel that this request falls within those guidelines and is safe for my student. I assume all responsibility for my student once they have arrived at the requested destination.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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**Building Principal or Designee Section:**

Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_ Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Transportation Department Section:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Comments \_\_\_\_\_ Bus Assignment AM \_\_\_\_\_ PM \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_