

Lincoln School District Request for Busing

Please complete this form and return it to the Elementary or Junior/Senior High School Office.

Please check all that apply:

Add new student Change of address Change of busing
 Add to busing Special needs busing

<u>Student Name</u>	<u>School</u>	<u>Grade</u>	<u>Sex</u>	<u>D.O.B.</u>
_____	_____	_____	M F	_____
_____	_____	_____	M F	_____
_____	_____	_____	M F	_____
_____	_____	_____	M F	_____

Effective date for start or change: _____

A.M. Bus Pick Up Address (Street address/Fire number): _____

P.M. Bus Drop Off Address (Street address/Fire number): _____

If daycare/babysitter please provide name and phone number: _____

Parent(s) or Guardian: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Current Mailing Address: _____

City: _____ Zip Code: _____

Submitted by: _____ Date: _____

Please refer to item #2 of our Transportation Policy 776 for additional information on the changes in regards to pick and drop off. If you have any questions, please contact the elementary or junior/senior high school offices.

TRANSPORTATION POLICY

Transportation will be furnished to all students residing one or more miles from school, to all handicapped children requiring transportation and to students living closer than two miles in areas that are considered hazardous.

1. Students on rural routes may, under certain circumstances, have to walk to or from the bus. Situations where students may have to walk are:
 - a. When there is no bus turnaround available and/or inaccessible roads. Parents are responsible for having a driveway large enough for a safe turnaround. This turnaround is to be maintained constantly by the parents. If the pickup is the last one on that road, the bus will not travel beyond the student's home to turn around. If the parent does not provide a safe turnaround, the student(s) will have to walk to the next nearest pickup.
 - b. When it is feasible to eliminate having the bus make a special trip that results in having to turn the bus around, students in primary grades (PK-3) may be required to walk up to .25 miles, intermediate students (4-6) may be required to walk up to .50 miles and secondary students (7-12) may be required to walk up to one mile.
2. Students eligible for transportation services will be assigned one pick up and one drop off point prior to the beginning of the school year. If a student enrolls during the school year, then the pick up and drop off points will be assigned at that time. An alternate pick up or drop off point may be established each semester. This alternate point must be consistent week to week. (i.e. Student goes home every Monday, Tuesday, and Thursday and goes to daycare every Wednesday and Friday.) Any deviation from this schedule becomes the parent's responsibility to provide transportation. Any parent or guardian requesting a change to the transportation plan must meet with the Transportation Supervisor or his designee before the request will be honored. Requests will only be honored for extenuating circumstances. A maximum of three requests may be granted each year. Consideration cannot be made for social functions. In the event of an unplanned late start or early release, exceptions will be made for alternate pick up and drop off locations.
3. In the three communities of Alma Center, Humbird, and Merrilan, the bus will not stop at each house. A central loading zone will be designated for each town/village. We will provide in town drop off and pick up for licensed daycare providers. This is available only for those families enrolled in the licensed day care.
4. All drivers are responsible for student behavior on the buses. If the driver cannot alleviate a situation, it shall be reported to the school principal and the parents shall be contacted. Each driver shall be responsible for filling out a bus report form stating the nature of the incident.
5. At no time shall a student be discharged from a bus and made to walk home. Drivers may refuse to pick up a student in the morning provided the Administration has approved and notified the parents/guardians of the situation. The student may be suspended from the bus as stated in the bus discipline policy. It is the parents' duty to transport their children.
6. Drivers are responsible for the decision whether their route is safe for travel on any single morning or evening. In the event of inclement weather, the driver may change the route to avoid any hazards. If the driver does not pick up a student, they will not be marked absent from school.