

**2019-2020 SCHOOL YEAR
TRANSPORTATION DEPARTMENT
CHILD CARE BUS STOP CHANGE REQUEST FORM**

Student Information:

Name: _____ ID# _____

Address: _____

School: _____ Grade: _____

Parent Signature: _____ Phone #: _____

Email: _____ Date of Request: _____

Child Care Provider Information:

Name: _____

Address: _____

Phone: _____

Address Location to be used for: (Check One)

Pick-Up _____ Drop-Off _____ Pick-Up & Drop Off _____

FOR TRANSPORTATION OFFICE ONLY

Date Request Received: _____

Assigned Pick-Up Route #: _____ New Pick-Up Route #: _____

Assigned Drop-Off Route #: _____ New Drop-Off Route #: _____

Effective Date of Change: _____ School Notified: _____

**MARLBORO TOWNSHIP PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT
Regulations for Bus Stop Change Requests for Child Care Purposes
Grades Kindergarten through Eighth:**

- ❖ Requests for bus transportation to and/or from a location other than the student's registered address for child care purposes must be signed by a parent/guardian and submitted to the Transportation Department on the required form.
 - ❖ All requests must be received ten calendar days prior to the requested start date of the change in order to allow sufficient time for processing.
 - ❖ The request should designate one pick up address and one drop off address for route assignment. All requests must be for five days per week for A.M. pick up or P.M. drop off or both.
 - ❖ **No day to day changes will be permitted.**
 - ❖ Address requested for the bus stop changes must be within the same school attendance area of the child's assigned school.
 - ❖ **One request will be permitted each school year. No exceptions.**
- All requests will be processed as follows:**
- ❖ The child will be assigned to the closest existing bus stop along an existing bus route. **No additional stops will be added.**
 - ❖ There must be an available seat on the requested route. Enrollment projection will be taken into consideration to avoid overloading the bus route.
 - ❖ Parent, school and bus driver will be notified of all changes and effective date.