

# GATEWAY SCHOOL DISTRICT

## TRANSPORTATION

9000 Gateway Campus Boulevard, Monroeville, PA 15146

Phone: 412-373-5728 FAX: 412-373-5731

[transportation@gatewayk12.org](mailto:transportation@gatewayk12.org)

## REQUEST FOR ALTERNATE BUS ASSIGNMENT DUE TO CHILD-CARE ARRANGEMENTS

To determine eligibility for an alternate bus assignment, respond to the following questions:

- Yes  No Student will be riding the same morning bus every day (can be different than afternoon bus)  
 Yes  No Student will be riding the same afternoon bus every day (can be different than morning bus)  
 Yes  No The daycare provider is located on an existing bus route close to a current bus stop  
 Yes  No The daycare provider is located in my child's school attendance area  
 Yes  No The request is for the entire school year

If the answer to all 5 questions is **Yes**, complete the form below. **If one or more of the answers is NO, your child is ineligible for an alternate bus assignment.** Note: The approval of your request is contingent on the approval of the Supervisor of Transportation for the District.

School \_\_\_\_\_ School Year \_\_\_\_\_

**Student Name** \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**NEW LOCATION REQUESTED:**      **A.M. ONLY**       **PM ONLY**       **BOTH**

Daycare Provider's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Start Date \_\_\_\_\_

I understand and agree that an alternate bus arrangement for daycare purposes depends on (1) the student remaining inside the school's attendance area; (2) the site of the daycare provider must be on an existing bus route [there will be no re-routing of buses]; (3) **the student must ride the alternate bus five (5) days a week**; (4) the assignment of students to an alternate bus is contingent on space availability at the time of the request.

Further, I agree that if the daycare provider is closed due to inclement weather and/or emergency situations, I am responsible for transporting my child to and from school. Additionally, I have read and understand the procedures listed on the **reverse side** of this form.

Parent/Guardian Signature \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Start Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED FORM TO THE TRANSPORTATION OFFICE**

## **Procedures and Conditions for Requesting Alternate Bus Assignment for Daycare Purposes**

To begin the approval process for transporting students to an alternate site for daycare purposes, it is necessary to complete and submit the **Request for Alternate Bus Assignment Due to Daycare Arrangements** application to the Transportation Department of the Gateway School District. This application must be submitted a minimum of one week prior to the date when transportation is requested to start.

Approval of the request is contingent on the signature and approval of the Supervisor of Transportation. The request will be granted only if the conditions listed below are followed and agreed to by the parent/guardian.

### **1. Same Bus**

The student must ride the same bus in the morning all five days from the same location. The student must ride the same bus in the afternoon all five days to the same location. Example: A student may be picked up at a daycare provider on Bus 12 in the morning and taken to his/her home on Bus 15 after school.

### **2. Existing Bus Route**

The location of the daycare provider must be on an existing bus route and, if possible, close to an existing bus stop. There will be no re-routing of a bus to accommodate a daycare request.

### **3. Space Availability**

The assignment of a student to an alternate bus is contingent on space availability. If the bus route requested is full at the time of the request, the request will be denied. The District will not move stops from one bus to another or re-route buses to accommodate a daycare request.

### **4. Same Attendance Area**

A student may not travel outside their attendance area to go to a daycare provider. Even though some of the buses may cross attendance boundaries for other purposes, students will not be eligible for alternate transportation if it is outside their assigned attendance area.

### **5. Emergency Closings**

If the daycare provider's facility is closed due to an emergency, inclement weather, or other reason, parents are responsible for providing transportation to and from school. Students are not permitted to ride the bus from their original home attendance area or any other area if it is not their assigned stop. (Bus drivers will not permit students to ride their bus if they are not listed on their rosters.)

### **6. Entire School Year**

The request for alternate transportation must be for the entire school year. If you change a daycare provider during the school year, you must submit another request for consideration.