

<p><u>Transportation Office Use</u> Assigned Priority:</p> <p>1<sup>st</sup> _____</p> <p>2<sup>nd</sup> _____</p> <p>3<sup>rd</sup> _____</p>
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School Year 2018-2019

## Alternate Bus Stop Request

- Ultimate Priority is given to students residing on the assigned bus route.
- Second Priority will be considered to students Pre K through grade 5 attending childcare within the home school district the alternate bus services.
- Third Priority will be considered to all other students which includes:
  - An approved out of district transfer
  - Grades 6 through 12

If/when the alternate bus exceeds its student capacity, parents of third priority students will be notified and students will have to be removed from the alternate bus. If necessary, parents of second priority students will also be notified and students will have to be removed.

Every effort will be made to accommodate all requests. Requests for an alternate bus need to be for a bus that services the requested school district.

Requests for alternate bus are for the current school year only. All students revert back to the home address the next school year.

If/When a bus route is dissolved, the alternate bus stop request also dissolves.

**Second Priority Requests can be submitted beginning August 1. Third Priority Request for grades Pre K through 5 can be submitted beginning August 1. All other requests can be submitted after the second week of school (September 4) to allow ample time to review seating availability on each school bus.**

After the second week of school, please contact the Transportation Department by email at [transportation.jefferson@k12.wv.us](mailto:transportation.jefferson@k12.wv.us) or at 304-725-7664 to ensure availability and request transportation to and/or from an alternate established bus stop.

Please use a valid physical address (e.g: 212 East Tennessee Ave, Charles Town)

This request must be received and approved by the Transportation Department before alternate transportation can begin.

Fax Number: 304-725-5042

Email: [transportation.jefferson@k12.wv.us](mailto:transportation.jefferson@k12.wv.us)

Mail: 635 McGarry Blvd, Kearneysville, WV 25430

Patience through this process is appreciated!

**(Please complete a separate form for each child)**

Date of Request (Today's Date) \_\_\_\_\_

Student's Name \_\_\_\_\_

School of Attendance \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent Contact Phone Number\_(\_\_\_\_\_) \_\_\_\_\_

Parent Email Address \_\_\_\_\_ @ \_\_\_\_\_

### **ALTERNATE BUS STOP LOCATION (Childcare)**

Alternate **Pick up** 911 physical address \_\_\_\_\_  
(Alternate address where student stays before school)

Addressee's Name \_\_\_\_\_ Contact Phone Number(s) \_\_\_\_\_

Mornings from this address *(please circle all that apply)*    **M T W TH F**

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 Alternate **Drop off** 911 physical address \_\_\_\_\_  
(Alternate address where student stays after school)

Addressee's Name \_\_\_\_\_ Contact Phone Number(s) \_\_\_\_\_

After school to this address *(please circle all that apply)*    **M T W TH F**

**PLEASE remember to contact the Transportation Department right away when contact information changes.**