



# Fowlerville Community Schools Transportation Department Request for Alternate Busing

Complete one form per student. Return form to school or Transportation Department. Students may not change bus stops without notification/approval from the Transportation Department. Please allow one (1) week for processing.

TODAY'S DATE: \_\_\_\_\_ SCHOOL BUILDING ATTENDING: \_\_\_\_\_

**PLEASE PRINT**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Parent/Guardian(s) Name(s): \_\_\_\_\_

**LOCATIONS:**

Directions – Please place an H (Home) or A (Alternate) in appropriate box.

Home Address \_\_\_\_\_ Bus # \_\_\_\_\_

Alternate Address \_\_\_\_\_ Caregiver's Name \_\_\_\_\_ Phone # \_\_\_\_\_

	MON.	TUE.	WED.	THURS.	FRI.
a.m. pick-up					
p.m. drop-off					

**I hereby request permission and accept responsibility for my/our child listed above, to be granted the following alternate pick up and/or delivery location.**

\_\_\_\_\_  
**SIGNATURE of Parent/Guardian**

\_\_\_\_\_  
**Effective Date**

The Transportation Department will use the following rules to base its decision to provide or continue transportation to/from an alternate address:

- Only one alternate bus stop can be maintained per student.
- The alternate address must be within the school's attendance boundary.
- The alternate stop must be at a home or child-care agency that is along an existing route and must not alter any regular bus route stops, schedules, or in any other way interfere with the regular operation of the transportation system.
- The desired alternate bus stop must not result in overcrowding of the route or alteration of any other bus routes.
- The caregiver at the alternate stop must be available to make contact with the driver at drop-off for kindergarten students.

**For Office Use Only:**

PICKUP BUS (AM)

Bus# \_\_\_\_\_ Driver: \_\_\_\_\_

Stop Location: \_\_\_\_\_

DROP OFF (PM)

Bus# \_\_\_\_\_ Driver: \_\_\_\_\_

Stop Location: \_\_\_\_\_

PICKUP BUS (AM)

Bus# \_\_\_\_\_ Driver: \_\_\_\_\_

Stop Location: \_\_\_\_\_

DROP OFF (PM)

Bus# \_\_\_\_\_ Driver: \_\_\_\_\_

Stop Location: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
TRANSPORTATION SUPERVISOR

WHITE - TRANSPORTATION

YELLOW - SCHOOL

PINK - STUDENT

GOLD - DRIVER

July 10, 2018

Dear Parent/Guardian of a Fowlerville Community Schools Student:

The foremost goal of the Fowlerville Community Schools Transportation Department is to provide safe, timely transportation to and from school for our community's children in a manner that is efficient and cost-effective enough to warrant our community's trust. That is certainly not a new goal, but the challenges to meeting the goal have changed over the years. It is essential that we follow and enforce our transportation policies to maintain a safe riding environment.

Because of changes in family dynamics and work hours and expectations, there have been increasingly greater fluctuations in the number of riders on a bus on a given day. The number of requests for alternative bus stops has also risen, likely as a result of many of the same dynamics. We want to accommodate families as best possible, but that must be balanced by the need for safety. The best way to ensure that each child is accounted for is to have consistency and communication between our families and their child(ren)'s bus driver. We have to be able to empower drivers to know who should be on their bus on a daily basis in order to give drivers (and teachers, for elementary riders) the ability to get students onto the correct bus going to the correct stop. We need to abide by our existing alternate bus policy to ensure that both elementary teachers and drivers are able to do so.

1. Alternate bus forms must be limited to one form designating only one alternate stop per student.
2. The days on which the student will be riding to or from the alternate stop must be designated on the form.
3. Any requests for a one-time change from the regular stop to the alternate or vice-versa must be made to the transportation department and – for elementary students – communicated to the student's school in order to assure that the change can be made and that the staff members responsible for student safety are given the necessary information.
4. Students will not be allowed onto a bus to which they are not assigned without prior authorization from the transportation department. If your child is having another student(s) come to his/her house or is going to theirs, transportation to and from school must be arranged outside the FCS transportation system.

These measures greatly enhance our staff members' ability to properly plan routes, ensure that students are on the correct bus on the correct day, and that communication between the transportation department, school, and family is maintained in the best interest of our children.

While we will accept alternate bus forms after the start of the school year, please be aware that these requests are less likely to be accepted because bus routes and rosters have already been established and room is frequently not available. A maximum of three changes per year (if possible) are allowed.

If you have questions about the policy, bus assignment, or bus safety, please feel free to call the transportation office at (517) 223-6122. Thank you for your support in keeping students safe, comfortable, and accounted for on their way to and from school.

Linda James  
FCS Transportation Director

Christine Lower  
FCS Dispatcher