

COMAL INDEPENDENT SCHOOL DISTRICT

PARENT OR LEGAL GUARDIAN REQUEST FOR ALTERNATE TRANSPORTATION SERVICES

This form is to be used by parents or legal guardians of Comal I.S.D. students to request transportation services to or from an address other than the student's legal residence. **This request must be approved by an administrator on the student's campus and the Director of Transportation before alternate transportation can be provided.** The request must meet all of the criteria as set forth in school district policy on this subject to receive approval. It must be renewed with each school year by submitting a new request. A change in a student's legal residence during the school year will also require that a new request for alternate transportation services be submitted. The student must be eligible to ride a bus before alternate transportation services can be considered.

NOTE TO BUS DRIVERS: Bus drivers must be aware of who is boarding their bus at all times. Students wanting to ride who do not live on the established route or want to get off at a different stop other than their assigned stop may not do so unless the driver has been given a copy of this form which has been approved as specified above. The Transportation Office should be notified immediately if a student attempts to ride without prior approval.

Student's Name _____ Parents Name _____
Students Legal Residence Address _____
Legal Residence Telephone number _____ Parents Work Telephone Number _____
Student's Grade in School _____ School Name _____
Reason for Alternate Transportation Request _____

This Request for Alternate Transportation Service is for:
Morning Trip to School _____ (Yes or No) Afternoon Trip From School _____ (Yes or No)

This Request For Alternate Transportation Service is for:
Which Date or Dates _____
Which days of the Week _____
Other Information _____

New Address for Alternate Transportation Service _____

Name of adults who live at this address: _____
Telephone number at this address: _____
Requesting Parent's Signature _____ (REQUIRED)

APPROVED BY: _____
Campus Administrator/Date Director of Transportation/Date

DISAPPROVED FOR THE FOLLOWING REASON (S): _____

Campus Administrator/Date Director of Transportation/Date

Students who are eligible for regular transportation services may be approved for service to or from an alternate **residence** address if the following criteria are met:

1. The alternate **residence** address is within the geographical boundary of the Comal Independent School District.
2. The alternate **residence** address is on an existing bus route from the same school. The requested service cannot impact school district operating costs by either increasing mile or route time. Bus service may be terminated at any time if the bus route needs to be changed for any reason.
3. The request for alternate transportation service cannot cause a bus to reach an overload condition, which is to be defined for the purposes of this policy, as no more than 85% which would be 60 students on a 71-passenger bus and 65 students on a 77-passenger bus. Bus service may be terminated at any time if an overload condition develops.
4. The request for alternate transportation service must be considered so that bus routes can be planned for safety and efficiency. Requests for incidental services will be denied. Incidental service is defined as any service that requires daily modifications in instructions to campus staff or bus drivers and does not allow for long term planning.
5. The location of the requested alternate bus stop must be safe for both the student and the bus. Unsafe locations will not be approved. Students may not get off at a bus stop which has not been approved for their use.
6. **Residence** addresses used to establish alternate transportation services must be in the same school attendance boundary as the student's legal home address.
7. The student's parent(s) or legal guardian(s) must complete a formal written application to request alternate bus services. It must be submitted to and approved by the campus principal where the student attends school. If it is approved at the campus level, then it should be forwarded to the Director of Transportation. Final approval will be granted if it meets the criteria set forth in this policy.
8. The attached school district form must be used to request alternate transportation services.
9. It is anticipated that this approval process may take up to two school days. Persons making a request for alternate transportation services should not expect that changes to established procedures could occur more quickly.
10. After an alternate student address is approved for transportation purposes for students in 3rd grade and below, a new bus pass will be issued to the student. The student must have the bus pass in their possession at all times so that the bus drivers and campus personnel can make certain that students are boarding the correct bus. Older students will not be issued bus passes.
11. Alternate transportation requests **will not be approved** for after-school activities, such as; music, sports, 4-H or other youth group meetings. After-school activities at a campus sponsored by YMCA are eligible for alternate transportation services.
12. As allowed by state law, alternate transportation service to or from a licensed daycare facility will be approved if the location of the daycare meets the other criteria specified previously.