

# Crestview Local Schools Bus Stop Request Form

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

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Gender \_\_\_\_\_ Current Grade \_\_\_\_\_ Birthdate \_\_\_\_\_ School Year \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City, State, Zip Code \_\_\_\_\_

Residential Parent Name \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Secondary Parent Name \_\_\_\_\_

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

Special Needs \_\_\_\_\_ CCCTC \_\_\_\_\_ Open Enrollment \_\_\_\_\_

Comments \_\_\_\_\_

New Student \_\_\_\_\_ Change of Address \_\_\_\_\_ Alternate Bus Stop \_\_\_\_\_ Other \_\_\_\_\_

Students will be picked up and dropped off at their residence or a stop assigned by the Transportation Department. If a second or alternate stop is needed, fill in the following for consideration.

Alternate stop name \_\_\_\_\_ Alternate stop phone \_\_\_\_\_

Alternate stop street address \_\_\_\_\_

Alternate city, state, zip \_\_\_\_\_

\_\_\_\_\_ AM \_\_\_\_\_ Everyday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

\_\_\_\_\_ PM \_\_\_\_\_ Everyday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

**(Return Completed Form To School Office)**

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**For Office Use Only:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Reason \_\_\_\_\_

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Regular Bus # \_\_\_\_\_ AM / PM Estimated am time \_\_\_\_\_

Alternate Bus # \_\_\_\_\_ AM / PM Estimated am time \_\_\_\_\_

## Bus Stops

To provide for the safety of our students, we expect all students riding the bus will comply with the rules outlined in the student handbook. In addition, we expect the cooperation of parents to assure that bus stops are consistent and are not changed frequently. Parents/Guardians, childcare providers and the general public must be aware that the safety of students can be compromised when bus routes and stops are constantly changed. The following procedures and guidelines are in place. The Crestview Transportation Department will assume that students who are eligible to receive transportation will be picked up and dropped off at their place of residence. Parents/Guardians may request an alternate bus stop on a **permanent basis**, provided the following conditions are met:

- The alternate location is requested for the same day(s) every week for the entire school year.
- The request does not involve making significant alterations to or the rerouting of existing bus routes and there is space available on the bus.
- The request is received in writing on the appropriate form at least one week prior to the effective date.
- All of the necessary information on the form is provided to the transportation department. Forms may be obtained in the school office, the bus garage or on the Crestview Local website.
- A maximum of one alternative stop will be considered.
- Same bus requests follow the same rules and guidelines.

Requests for an alternate pick-up or drop-off point on a **temporary basis (one day)** will be granted if the following conditions are met:

- The request is for one day only and is made as a result of an emergency or urgent extenuating circumstance when the parent/guardian or childcare provider is absent and alternative arrangements must be made for the safety and welfare of the child. Transporting students to recreational activities such as birthday parties, slumber parties, etc. does not constitute an emergency or urgent situation.
- There is space available for the child to ride the bus.
- The request is received within 24 hours of the effective date.
- All of the information is provided in writing to the school office.

Parents wishing to transport their child by **private vehicle on a temporary basis** may still make arrangements to do this by providing a note in writing with all of the appropriate information to the building principal. **Phone calls to the school with transportation changes will not be accepted.**

These policies and guidelines have been enacted to provide for the safety and welfare of all of students.

A reminder to request your open enrollment or childcare provider stop to be considered for the new school year please have the form turned into the transportation office by the beginning of August. This will help us to schedule the buses for times and loads.

Fax it to us @ 330-482-5609

Mail it to us @

Crestview Bus Garage

44017 Crestview Road

Columbiana, OH 44408