

ALTERNATIVE TRANSPORTATION GUIDELINES

Any variation in transportation from a student's established home stop to school and back to point of origin shall be known as alternative transportation.

To request alternative transportation a **signed waiver must be on file** with the Indian Hill School District. This form is available on the web page of the school your child attends. It is recommended that a waiver be completed and sent to school for every student at the beginning of each school year. Although you may not foresee the need for planned alternative transportation, a waiver on file will allow the district to accommodate an emergency request. **If a signed waiver is not on file, your child will be denied alternative transportation.**

Short term alternative transportation is a **temporary change** and may be requested by the parent or guardian by ***submitting the completed "Short Term Alternative Transportation Request Form"*** to the school office, (example, but not limited to, visiting with a friend, staying at another home while parents are out of town or getting off the bus at a different stop other than their own, even if it is the same bus), **every time your child needs to get off at a stop other than their own.** In order for the school to have sufficient time to process the forms they must reach the office two school days before the requested change.

Long term alternative transportation is an **anticipated permanent change** and may be requested by the parent or guardian by submitting the completed "Long Term Alternative Transportation Request Form" to the Transportation Department, (example, weekly choir or music lesson scheduled at a residence other than home, child care arrangement). Please allow up to one week for the transportation department to consider your request. A revised bus pass will be issued and your student must carry it and present to the bus drivers as requested.

Short term and long term alternative transportation requests will be processed on a first come first served basis and should be considered a privilege. Requests will be granted where available seating can be assured.

Please contact your child's school or the transportation department for additional information or forms if you do not have access to the school district web site.

Whenever an emergency arises which requires a change in transportation, the school will do all it can to assist the family with needed changes. Requests in emergencies should be made directly to the Transportation Department (272-4531).