

Request for Alternate Transportation

Transportation Department

1680 Military Rd. • Kenmore, NY 14217
(716) 874-8611 phone • (716) 874-8618 fax



School Year: 2016 - 2017

PLEASE NOTE

Alternate transportation will be granted only under the following conditions:

- Request must be submitted by a parent or guardian and must be received in the Transportation Dept. **prior to June 1.**
- Transportation is for FIVE DAYS a week to the same location
- Transportation for child care purposes (not a licensed Daycare) will be restricted to the student's enrollment area. The stop will be located at a close corner.
- Transportation will be provided to licensed daycares located within our school district
- It may take 7-10 business days to process the request

**Alternate transportation will begin upon notification of a starting date from the Transportation Department. Parent/guardian must notify the department in writing if and when there is a change in the student's transportation needs.*

Complete the following and return to Transportation Office

Name of Student _____ Grade _____

Address of Student _____

Date of Birth _____ Home Phone _____ Emergency Phone _____

School _____

Alternate Contact: Name _____

Address _____ Phone _____

Requested pick up location: _____

Requested drop off location: _____

Date for change to start: _____

Signature of parent/guardian _____ Date: _____

FOR OFFICE USE ONLY:

Assignment completed
 Driver Notified
 School Advised

Bus # AM _____ PM _____

Bus Stop AM _____ PM _____