

**STERLING PUBLIC SCHOOLS**  
**Long-Term Bus Schedule Change Form**

In order to effectively implement the Sterling Board of Education transportation policies, the following priorities and procedures have been established to ensure the safety of the children it transports and the reasonableness of its transportation operations. **We will no longer be able to honor daily notes asking for different transportation services.** If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate childcare/babysitting needs, they must complete this form. **On a regular day to day basis, Pre-K-8 students will not be allowed to ride a bus other than their assigned bus to their home/daycare. This means that a child cannot ride a different bus to go to someone else's house after school.**

Daycare requests will be granted under the following circumstances:

- the request is for a period of one month or more;
- the location of the requested daycare provider is on an existing bus route;\
- the location of the A.M. pick up is the same Monday through Friday and the location of the P.M. drop off is the same Monday through Friday;
- any change in daycare transportation will require one week's notice;
- there is always the option of parental pick-up and drop-off;

The Superintendent and Transportation Supervisor will address daycare provisions that do not meet the above criteria on an individual basis. In case of an emergency we will make every effort to accommodate your change in transportation needs. This will provide for the maximum security of students.

**A NEW FORM MUST BE SUBMITTED WITH ANY CHANGE**

(Please complete one form per child)

Approval of this is contingent on available bus space. Preference is given to those students who reside on the bus route;

This request applies to:

Student's Name	Address	Grade	Teacher

It is my intent that this will be a long term schedule (for at least one month) which I would like to begin on \_\_\_\_\_.

Please be specific about pick-up/drop-off points that are different from the regularly scheduled bus stop for your child. Complete addresses are necessary.

Daycare Provider's Name	Address	Phone Number

Specific arrangements:

\_\_\_\_\_

Description of daycare provider's house:

\_\_\_\_\_

Signature of Parent/Guardian	Home Phone/Work Phone	Date