



Youngstown City Schools Transportation Department

1500 Teamster Drive, Youngstown, Ohio 44510. 330-744-5905 Fax: 330-744-8549

Transportation Office:

Effective: January 1 , 2017

Dear Parents/Guardians:

Although not required to do so and completely at its discretion, the District is offering limited transportation services to and from school to home or to daycare providers or designated caregivers (“alternative transportation”) for eligible students in pre-school through 6th grade ONLY.

Please review the attached District policies and alternative transportation request form for an explanation of the eligibility criteria and guidelines for alternative transportation services. While the guidelines for such services are discussed in greater detail in the attached policies and regulations, before making a request for an alternative transportation schedule, please keep the following parameters and restrictions in mind.

Requests to transport a student to a daycare provider or designated caregiver located outside the student's school of attendance area cannot be accommodated. Your student will be assigned to the nearest existing stop.

Drop off stops may not vary daily and the total number of different stops that a student may be transported to is one in the morning and one in the afternoon. Further, a student may not be transported to multiple day care providers and/or caregivers. For example, a student may be picked up at home and dropped off at daycare on a daily basis. A student **may not be** dropped off at home on Monday, daycare Tuesday, home on Wednesday, home Thursday and at a designated caregiver's on Friday.

The alternative transportation schedule you request must be the same each week and the Transportation Department will not grant any requests to vary the schedule every other week, monthly, by different days for different weeks or otherwise. For example, the Transportation Department will not grant requests to drop off a student at daycare the first and third weeks of the month and drop off at home the second and last weeks of the month.

Only three alternative transportation schedule requests per student may be made and granted per school year. Transportation Department will not consider or attempt to accommodate temporary, emergency or one time transportation schedule changes.

If you wish to end the alternative transportation schedule, you must notify the Transportation Department at least three days in advance and your student will go back to being transported solely to and from home to school. **YOU MUST RESUBMIT YOUR REQUEST EVERY YEAR.** We do not keep them beyond the present school year. If you wish to request an alternative transportation schedule for your student (s) in accordance with the District's guidelines, please fax or mail the completed request form to the Transportation Department.

PLEASE NOTE

In the beginning of the school year requests must be received by our office 3 (three) weeks prior to the first day of school to be considered for the first month. All other alternative transportation requests must be received three (3) complete school days prior to the requested start date. Transportation will make every effort to accommodate the alternative transportation schedule you have requested, but due to bus overcrowding or other issues, Transportation cannot guarantee the request will be granted.

- Remember, the District's rules and regulations regarding student conduct on buses apply to alternative transportation services.
- All students must be at their stop before their bus is due to arrive.
- Drivers are not permitted to wait for students walking to their bus stop.
- It remains the responsibility of the Parent/Guardian to see that someone is at the bus stop to meet their student at the end of the day.
- Please communicate to us, in writing, your permission to allow your student off the bus without an adult present.
- Your child's safety is important to all of us.
- Finally, while the district will make every effort to continue to provide these alternative transportation services, it has the right to discontinue the services at any time, in which event you shall be so notified.

ALTERNATIVE TRANSPORTATION SCHEDULE REQUEST FORM

STUDENT NAME: _____

HOME ADDRESS: _____

SCHOOL _____ GRADE _____ PHONE _____

Alternate Location : _____

Circle requested : am pm both

Phone number at that address _____

Name of person receiving student _____

PARENT SIGNATURE: _____ Today's Date: _____

Beginning date for alternative transportation schedule: _____

*This date must be at least three (3) complete school days from today's date. *Make sure both boxes are filled in and that your starting date complies to policy. Incomplete forms may delay the start of your request*

Colleen Murphy-Penk
 Chief of Transportation
 Youngstown City Schools