

Alternate Transportation Request Form

Use this form if you need transportation to a location other than your primary home address.

School of Attendance: _____ **Requested Effective Date:** _____
(DO NOT USE ASAP – PROVIDE DATE)

Student Name: _____ **Grade:** _____
(Last) (First)

Primary Home Address: _____ **Primary Phone:** _____

Please read the information below before completing the form.

Grades K-8: May receive transportation to/from daycare **only if it is licensed** and meets the guidelines listed on the second page, as well as joint custody home that is located within the same boundary as the student's school.

Daycare Guidelines:

1. The NYS Licensed Day Care must be located within the Shenendehowa Central School District.
2. Grades K-8 may be transported to a **licensed daycare** outside their home school boundary if it meets the listed criteria on page two.
3. Grades K-8 must have a set schedule. No rotating schedules are permitted.
4. An adult must meet kindergarten students at the afternoon bus stop.

**Approved requests may take up to 5-10 business days to process.
 Busing changes will be in effect once this office contacts you.**

DAY OF WEEK	PICKUP ADDRESS	DROP OFF ADDRESS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Child care provider/Secondary home parent's contact information

Name: _____ **Phone number:** _____

Is this a joint custody secondary address?: Yes

Parent Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Office Staff Initials: _____ **Date:** _____ **Info Entered in Current SY YES** _____
Info Entered in Next SY (after rollover) YES _____ **STUDENT ROUTING COMPLETE YES** _____

Transportation to Licensed Child Care Regulations

1. Transportation may be provided to a childcare location that is located outside of the student's elementary school boundary IF it is NYS licensed and meets the location criteria in the chart below.
2. Transportation may often involve a longer bus ride than usual.
3. Transportation may involve riding a shuttle bus and/or transferring between buses at a transfer site.

Example of a child care location that is located outside the student's home school boundary: Lucas attends Tesago Elementary School, and his parent is requesting transportation to ABC Nursery Daycare, which is located in the Arongen school boundary. The Transportation Department is able to provide busing for Lucas to/from Tesago and ABC Nursery Daycare because it is an NYS-licensed daycare facility and meets the location criteria in the chart below.

If a child's residence is located in the attendance area for:	Busing will be available to licensed childcare locations in these attendance areas:
Chango	Chango, Karigon, Orenda, Arongen, (north of Route 146) and the Route 146 corridor*
Karigon/Orenda	Karigon, Orenda, Chango, Arongen, Skano, Tesago, Shatekon
Arongen	Arongen, Karigon, Orenda, Skano, Tesago, Shatekon
Shatekon	Shatekon, Arongen, Karigon, Orenda, Skano, Tesago, Okte
Skano/Tesago	Skano, Tesago, Okte, Arongen, Karigon, Orenda, Shatekon
Okte	Okte, Skano, Tesago, Arongen, (south of Route 146), Shatekon, and the Route 146 corridor*

*Route 146 corridor describes an area encompassing day care providers located along and just north and south of Route 146. (Limited distance as determined by the Director of Transportation.)

Transportation within the same school zone based on joint parental custody agreement

Shenendehowa Central School is required to provide transportation only to the student's primary residence, from which the student is registered in district schools.

In the case of joint parental custody, where both parents live within the same school zone of attendance, transportation may be provided to either home; however **the schedule must be the same throughout the school year and cannot alternate between residences on a daily, weekly, monthly, quarterly or other basis during the same school year. Transportation will not be provided to one of the two parents whose address is outside the school zone of attendance.** Transportation arrangements in a joint custody environment may be approved, based on the availability of seats on the school bus, and that the ride time will not increase the length of the trip for other students or result in additional cost to the district. The bus stop, if transportation is approved, will be at an established stop for the route involved.

Revised: 8/21/2023