

# METROPOLITAN SCHOOL DISTRICT OF MT. VERNON SPECIAL TRANSPORTATION REQUEST

PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL BUS DRIVER (School is \_\_\_\_\_)

Parent's Name \_\_\_\_\_

Child/Children's Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

The bus that picks my child up at my home address is bus # \_\_\_\_\_

**I REQUEST THAT MY CHILD/CHILDREN:**

**Be PICKED UP in the MORNING:**

by bus # \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

**GET OFF the BUS in the AFTERNOON:**

from bus # \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

For the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the Special Use of School Buses policy and understand that requests will be honored on a space available basis. I also understand that if granted, the service may be withdrawn if space is needed at a later date for a legal resident of the bus route(s) involved. Further, I understand that this request, if granted, is only valid for the current school year.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**For Administrative Use Only:**

1. Seating (is) (is not) available at this time.

2. Route adjustments (will be) (will not be) necessary. Driver Signature \_\_\_\_\_

Request: Approved \_\_\_\_ Denied \_\_\_\_

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_

# METROPOLITAN SCHOOL DISTRICT OF MT. VERNON

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## **LOREN E. EVANS**

Director of Business and Technology  
[evansle@mvschool.org](mailto:evansle@mvschool.org)

## **RANDY F. WOODALL**

Assistant Director - Transportation  
[woodallrf@mvschool.org](mailto:woodallrf@mvschool.org)

To: All Parents  
From: Mr. Evans, Director of Business and Technology  
Mr. Woodall, Assistant Director - Transportation  
Date: July 29, 2014  
Re: Bus Transportation and Special Transportation Requests

As we begin to think about our school bus transportation procedures for the coming academic year, we want to inform you of procedures and guidelines that will be followed for this school year.

### What the MSD of Mt. Vernon school bus transportation system will do:

1. Transport students to and from their home address.
2. Transport students to and from an approved babysitter address (using Form AO-108 Special Transportation Request) where that address is on a route that serves the student's school of attendance and there is room on the requested bus. Such requests must be renewed by submitting a new Form AO-108 each year.
3. Transfer students from one bus to another bus that serves their school building if that transfer is part of an established route.
4. Allow parents or others to take students off buses in emergency situations.
5. Allow bus drivers to transport their own school-age children on their own bus for child-care purposes.

### What the MSD of Mt. Vernon school bus transportation system will NOT do:

1. Students will not be allowed to get off buses at locations other than approved drop-off points without parent's written authorization. Approved drop-off points include the student's home and any other location approved in advance by an AO-108 Special Transportation Request.
2. Elementary students will not be allowed to get off buses at the JHS or SHS unless:
  - transferring to homebound buses on established routes or
  - prior approval has been granted.
3. Students will not be allowed to ride buses other than those specifically designated to serve them or those approved in advance by an AO-108 Special Transportation Request.
4. Parents who request and receive an Elementary Building Student Transfer or a Non-Resident Student Transfer for their child will be responsible for providing all transportation to and from that school. However, if the parent has an approved babysitter within the attendance area for the school the student is approved to attend, a Special Transportation Request may be approved under the requirements above.
5. Bus drivers will not be allowed to transport students (other than their own school-age children) outside the student's established route boundaries.

These basic guidelines have been in place for many years, but from time to time we receive requests that fall outside these boundaries. While we might like to be able to accommodate all such requests, our transportation system is not designed to handle the needs of every family involved. In light of current news and events, it becomes even more important for us to provide constant supervision and safety for all children in our care. We will appreciate your understanding as we work to provide safe, pleasant, and cost-effective transportation for your children in the coming school year.

If you have questions or concerns about our bus transportation system or your particular needs, please contact your child's building principal, Mr. Evans or Mr. Woodall at your convenience.