

WL-S TRANSPORTATION REQUEST CHANGE FORM

DATE:

Only complete this form if student(s) is getting on or off the bus at a location other than their home address

Name of Student(s) _____ Grade _____

Name of Student(s) _____ Grade _____

Name of Student(s) _____ Grade _____

Teacher _____

Name of Parent or Guardian _____

Home Address _____

Home Phone _____ Cell _____ Work Phone _____

Sitter's Name _____

Phone _____ Cell _____



A.M. TRANSPORTATION (MUST BE ON AN EXISTING ROUTE)

OUR RESIDENCE ADDRESS _____

OR SITTER'S HOME _____

EFFECTIVE DATES/NOTES _____

P.M. TRANSPORTATION (MUST BE ON AN EXISTING ROUTE)

OUR RESIDENCE ADDRESS _____

OR SITTER'S HOME _____

EFFECTIVE DATES/NOTES _____

- Transportation will ONLY be provided to the addresses listed above.
- Change in sitter location requires a new request be submitted prior to change in bus route.
- Deviation from this agreement requires prior approval from WL-S Transportation Dept.
- I give permission for the above child or children to be transported to the sitter's address or to be picked up at school by the sitter when necessary.

Parent/Guardian Signature _____ DATE _____

TRANSPORTATION INFORMATION

BEGINNING OF SCHOOL YEAR

If your child is riding the bus to a sitter, or is being dropped off or picked up at a location other than your home address, it is imperative that the enclosed transportation form be **completed and returned immediately**. Please fill out the form (one form per family) and mail to the school at: West Liberty-Salem Schools, Attn: Linda Harr, 7208 US HWY 68 N, West Liberty OH, 43357. **OR**, you may complete the digital version at wlstigers.org and submit via email to k5@wlstigers.org.

You will receive a call from your student's bus driver before school begins. If you had no change in address, pick up, or drop off location – bus numbers and times will likely remain similar to last year. If you do not hear from your driver before school begins, please call the office.

TRANSPORTATION CHANGES

Request transportation change in writing (email preferred) before 1:00 PM

- Advanced notice changes: email k5@wlstigers.org
- Same day changes: email k5@wlstigers.org before 1:00 p.m. (if email is unavailable, please call 465-0060, ext. 101, send note with student, or communicate in person)

Students will ride their designated bus if the school receives no communication of a change by 1:00 PM.

With more than 500 students enrolled in the elementary, it can be challenging to notify students, teachers, bus drivers, and the transportation office of last minute changes in transportation plans. The school recognizes situations may arise during the day that requires a change in plans, so please follow the guidelines above when possible.

BUS TRANSPORTATION AND RULES

School bus transportation is a **privilege** that may be withdrawn for inappropriate behavior. Inappropriate behavior will be documented and severe or repeat offenses could/will result in disciplinary consequences including bus suspension.

A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES.** Students on the bus are to comply with bus and school rules.