

**SPECIAL REQUEST TRANSPORTATION FORM**  
**CENTRAL COLUMBIA SCHOOL DISTRICT**  
4777 OLD BER WICK ROAD • BLOOMSBURG, PA 17815  
570-784-2850

\*\*\*\*\*

CHILD'S NAME: \_\_\_\_\_ SCHOOL \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ GRADE \_\_\_\_\_

DATE \_\_\_\_\_

\*\*\*\*\*

**AFTER APPROVAL, THERE WILL BE A 3 DAY WAITING PERIOD TO IMPLEMENT THE CHANGE**

PARENT/GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

E- MAIL ADDRESS \_\_\_\_\_

\*\*\*\*\*

ARRANGEMENTS REQUESTED

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

DATE TO BEGIN \_\_\_\_\_ SCHOOL YEAR 20\_\_\_\_ - 20\_\_\_\_\_

1. Children may ride one bus to school and another home. **Must be for 5 days a week**
2. Please note that Special Request arrangements: **and the entire school year.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

Do you have sole custody of student(s)? Y\_\_\_\_ N\_\_\_\_ If no, signature of others with custody is required.

\_\_\_\_\_  
Signature

**RETURN BY JULY 15th** *This request does not guarantee approval nor will a bus route be changed for this purpose. See policy on reverse.*

\*\*\*\*\*

APPROVED \_\_\_\_\_

BUS # \_\_\_\_\_

APPROXIMATE PICK- UP TIME \_\_\_\_\_

DATE \_\_\_\_\_

STOP \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

REASON \_\_\_\_\_

\_\_\_\_\_  
**Signature Transportation Supervisor**

#### 7100.2

Students will be transported by school vehicle to/from school, loading and unloading at the established stop closest to their residence and shall have the same daily pick-up and drop-off point.

#### 7100.3

Under limited circumstances, the District may grant requests for transportation to/from a location other than the stop closest to the student's residence. Such requests must be in writing using a District provided form. The following considerations will apply to such requests:

- a. Students with a place of residence along a bus route have priority for assignment.
- b. Sufficient unassigned seats must be available on an existing school vehicle on an existing bus route.
- c. Granting a request may not necessitate any changes or deviations to existing bus routes or approved bus stops.
- d. There can be no fluctuation during the change, i.e., a request will not be granted whereby on certain days or certain weeks, a pick up or drop off will occur at one location and on other days or other times, the pick up or drop off will be at a different location.
- e. Alternate day to day transportation will be denied. All week on at one parental residence, week off at another parental residence requests will be submitted and reviewed pursuant to requirements of section 7100.4 which shall supersede this section (7100.3).
- f. Once a change is made, either for the morning and/or the afternoon, that change will be implemented every school day until changed or until the end of the school year, whichever comes first.
- g. All approved changes are for the balance of the current school year, and requests must be renewed before the next school year by July 15 if parents wish changes to continue.
- h. The first week of school there will be no changes to bus assignments, stops and/or alternate pick-up/drop-offs. This will be a "block out period" of time where no changes will be made to any of the routes.
- i. Requests received after the school term begins and after the block out period ends will only be considered if:
  1. All other requirements are satisfied.
  2. The request is due to extenuating family circumstances which occurred after school began, to include personal family tragedy, and permanent changes in parent/guardian employment which affect school transportation. Proof of the extenuating circumstances will be required.
  3. The request must include the requested length of time if the change would be temporary, notwithstanding subsections 7100.3(d) and (f) above.
  4. Special Request Transportation approved Forms are valid for one school year.
- j. Parents may request to return to the student's original stop or the closest established stop to their residence for the remainder of the school year, using the same approval process.
- k. There is no guarantee that the District will grant any request.
- l. Parent appeals may be made to the Board Transportation Committee by submitting a written request to the superintendent.

#### 7100.4

In instances when the child resides 50% of the time with the mother and 50% of the time with the father, and both live within the school district, bus stops for each residence will be granted provided:

- a. Parents are to jointly complete, sign and submit the Special Transportation Request (STR) form by July 15.
- b. The STR will clearly specify the one week on one week off schedule and will be accompanied by a certified copy of an existing and enforceable order of a Court of competent jurisdiction which establishes a one week on one week off shared joint physical custody schedule between the parents completing the STR.
- c. Only one custody change will be permitted during any two week period (one week on one week off) and the same schedule must be maintained throughout the school year.
- d. Parents will utilize existing bus stops. The District will not be required to add bus stops or to change bus routes to accommodate parents' requests pursuant to this section.
- e. For all instances of equal shared physical custody (one week on one week off) this section supersedes section 7100.3