

# Temporary Bus Change

If the need would arise for a parent/guardian to change a child’s bus assignment for a period of time due to a temporary change in childcare or a work schedule, the parent or guardian may request a “Temporary Bus Assignment Change” by completing and submitting such a request to the Transportation Department. This change in schedule must be consistent for each week. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with either approval or denial.

## Temporary Bus Assignment Change Form (Must be submitted 48 hours in advance of requested change.)

The following student requires a temporary bus assignment change:

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Grade level: \_\_\_\_\_

New pick up location: \_\_\_\_\_

New drop off location: \_\_\_\_\_

Starting date for this change: \_\_\_\_\_

Ending date for this change: \_\_\_\_\_

(The date listed here will be included in the change.)

Reason for temporary change:

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

Does your student have any medical conditions the driver should be informed about?  
(Check one) Yes  No

Parent name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

For office use only: Parent _____ Building _____ Bus Boss _____ Driver(s) _____
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