



TRANSPORTATION REQUEST FORM

2022-2023

DALLAS SCHOOL DISTRICT
2000 Conyngham Avenue
Dallas, PA 18612

Dallas High P (570) 674-7208 F (570) 674-6843	Dallas Middle P (570) 674-7243 F (570) 674-7219	Dallas Intermediate P (570) 674-7271 F (570) 674-7267	Wycallis Primary P (570) 674-7283 F (570) 674-7288
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**FORM MUST BE SUBMITTED 3 DAYS PRIOR TO BUS CHANGE BEFORE IT WILL TAKE EFFECT
A FORM MUST BE FILLED OUT EACH TIME THERE IS A CHANGE**

Student Name _____ School Attending _____

Address _____ Grade _____

_____ Phone Number _____

Bus Stop Location _____ Start Date _____

Name of Daycare/Babysitter _____

Address _____

_____ Phone Number _____

Bus Stop Location _____ Start Date _____

WEEK DAY	TRANSPORT TO SCHOOL FROM:	TRANSPORT FROM SCHOOL TO:
Monday	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Drop-Off	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Pick-Up
Tuesday	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Drop-Off	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Pick-Up
Wednesday	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Drop-Off	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Pick-Up
Thursday	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Drop-Off	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Pick-Up
Friday	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Drop-Off	<input type="checkbox"/> Home <input type="checkbox"/> Daycare/Babysitter <input type="checkbox"/> Parent Pick-Up

Parent/Guardian Signature _____ Date _____

OFFICE USE ONLY

Date Received _____ Start Date _____

AM Bus # _____ Pick Up Time _____ PM Bus # _____ Drop Off Time _____

AM Bus # _____ Pick Up Time _____ PM Bus # _____ Drop Off Time _____

Date Parent Notified _____ By _____ Date Driver Notified _____ By _____

Made Contact Left Message

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All parents/guardians must fill out this Transportation Request Form whenever there are changes to your child(ren)'s transportation needs. Please return the completed form to the main office in your child(ren)'s school. You may return the form in person, via mail, or via fax (numbers listed above). Please call the main office at the number listed above if you have any questions or concerns.

Requests for transportation to/from locations **other** than student's home address or child care provider will be considered only if the student is eligible for transportation and the stop is on an existing bus run located in the school attendance area to which the student is assigned.

Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned and make the necessary changes. Please allow three (3) school days.

The building principal may approve **temporary** changes for emergencies such as illness in the family, parent out of town, etc. Request for **temporary** changes must be made **in writing** and submitted to the main office in your child(ren)'s school. Telephone requests **WILL NOT** be taken for **temporary** changes. Notes, signed by parents, requesting **any** transportation changes **will not** be accepted by bus drivers.

Requests for transportation to/from a child care provider will be granted only if the child care provider is on an established bus route in the school's attendance area.

Students will only be permitted to ride the bus to which they are assigned. In addition, for safety reasons, they will only be permitted to get on or off the bus at the stop to which they are assigned.

SPECIAL NOTE: Please make every effort to submit Transportation Request Forms **BEFORE** August 20th of each school year. **Student bus stops revert back to the home location at the end of each school year.** Requests for transportation to child care providers must be made annually.

While this may cause parents temporary inconvenience, we are sure you can understand our rationale. We are very serious about our responsibility for transporting students to and from school safely. We need to know, at all times, which children are on our buses.

If you have any questions, you may call the main office in your child(ren)'s school.