



AM Bus # \_\_\_\_\_ Pick up at \_\_\_\_\_  
 (Trans. Office use only) PM Bus # \_\_\_\_\_ Drop off at \_\_\_\_\_

**NEW BRAUNFELS I.S.D.**

**PARENT OR LEGAL GUARDIAN REQUEST FOR ALTERNATE TRANSPORTATION SERVICES**

This form is to be used by parents or legal guardians of New Braunfels I.S.D. students to request transportation services to or from an address other than the student's legal residence. **This request must be approved by an administrator on the student's campus and the Office of Transportation before alternate transportation can be provided.** The request must meet all of the criteria as set forth in school district policy on this subject to receive approval. It must be renewed each school year by submitting a new request. A change in a student's legal residence during the school year will also require that a new request for alternate transportation services be submitted. The student must be eligible to ride a bus before alternate transportation services can be considered

**NOTE TO BUS DRIVERS:** Bus drivers must be aware of who is boarding their bus at all times. Students wanting to ride who do not live on the established route or want to get off at a different stop than their assigned stop may not do so unless the driver has been given a copy of this form which has been approved as specified above. The Transportation Office should be notified immediately if a student attempts to ride without prior approval.

**PLEASE FILL OUT ONE FORM FOR EACH STUDENT**

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

Student's Legal Residence Address \_\_\_\_\_, New Braunfels, TX

Parent's Home/Mobile Telephone # \_\_\_\_\_ Work Telephone # \_\_\_\_\_

Student's Grade \_\_\_\_\_ Campus Attending \_\_\_\_\_

Does the student have an **ARD** on file requiring them to ride on a **Special Needs Bus** \_\_\_\_\_ (Yes or No)

Reason for Alternate Transportation Request \_\_\_\_\_

*This Request For Alternate Transportation Service Is For:*

Morning Trip to School \_\_\_\_\_ (Yes or No) Afternoon Trip from School \_\_\_\_\_ (Yes or No)

Which Date or Dates \_\_\_\_\_

Which Days of the Week \_\_\_\_\_

Other Information \_\_\_\_\_

New Address for Alternate Transportation Service: \_\_\_\_\_ New Braunfels, TX

Name(s) of Adults who live at this address: \_\_\_\_\_

Telephone # for this address: \_\_\_\_\_

Requesting Parent's Signature \_\_\_\_\_ **(REQUIRED)**

**APPROVED BY:** \_\_\_\_\_  
 Campus Administrator/Date Office of Transportation/Date

**DISAPPROVED FOR THE FOLLOWING REASON(S):** \_\_\_\_\_

\_\_\_\_\_  
 Campus Administrator/Date

\_\_\_\_\_  
 Office of Transportation/Date

Students who are eligible for regular transportation services may be approved for service to or from an alternate **residence** address if the following criteria are met:

1. The alternate **residence** address is within the geographical boundary of the New Braunfels Independent School District.
2. The alternate **residence** address is on an existing bus route from the same school. The requested service cannot impact school district operating costs by either increasing miles or route time. Bus service may be terminated at any time if the bus route needs to be changed for any reason.
3. The request for alternate transportation service cannot cause a bus to reach an overloaded condition, which is to be defined for the purposes of this policy as no more than 85%, which would be 60 elem. students or 50 secondary on a 71-passenger bus and 65 elem. students or 55 secondary on a 77-passenger bus. Bus service may be terminated at any time if an overloaded condition develops.
4. The request for alternate transportation service must be consistent so that bus routes can be planned for safety and efficiency. Requests for incidental services will be denied. Incidental service is defined as any service that requires daily modifications in instructions to campus staff or bus drivers and does not allow for long term planning.
5. The location of the requested alternate bus stop must be safe for both the student and the bus. Unsafe locations will not be approved. Students may not get off at a bus stop which has not been approved for their use.
6. **Residence** addresses used to establish alternate transportation services must be in the same school attendance boundary as the student's legal home address.
7. The student's parent(s) or legal guardian(s) must complete a formal written application to request alternate bus services. It must be submitted to and approved by the campus principal where the student attends school. If it is approved at the campus level, then it should be forwarded to the Director of Transportation and Safety. Final approval will be granted if it meets the criteria set forth in this policy.
8. The attached school district form must be used to request alternate transportation services.
9. It is anticipated that this approval process may take up to two school days. Persons making a request for alternate transportation services should not expect that changes to established procedures could occur more quickly.
10. After an alternate student address is approved for transportation purposes for students in 3<sup>rd</sup> grade and below, a new bus pass will be issued to the student. The student must have the bus pass in their possession at all times so that bus drivers and campus personnel can make certain that students are boarding the correct bus. Older students will not be issued bus passes.
11. Alternate transportation requests **will not be approved** for after-school activities such as music or tennis lessons, 4-H or other youth group meetings. After-school activities at a campus sponsored by YMCA are eligible for alternate transportation service. Bus service is not available for students attending the Walnut Springs YMCA program from County Line and Memorial Elementaries. Students are walked to Walnut Springs Elementary from these two campuses.
12. As allowed by state law, alternate transportation service to or from a licensed daycare facility or grandparent residence will be approved if the location of the daycare or grandparent residence meets the other criteria specified previously.