



20 \_\_\_\_\_ to 20 \_\_\_\_\_ School Year Only

# North Collins Alternate Transportation Application

*Transportation for students to and from locations other than home*

ELEMENTARY STUDENTS: Transportation for CHILDCARE or to/from NON-CUSTODIAL PARENT'S home ONLY

JR-SR HIGH STUDENTS: Transportation to/from NON-CUSTODIAL PARENT'S home ONLY

## Application Process:

1. Applications must be received by August 30 for the first day of school transportation.
2. Requests are processed on a first come, first served, space-available basis.
3. The Alternate Transportation Application is good for ONE school year only and must be resubmitted annually.
4. Mid-Year Requests must be received at least five (5) working days prior to requested effective date.
5. Submit a separate application for each child.
6. Return the completed application to:

*Transportation Supervisor  
 North Collins Transportation Department  
 PO Box 740 – 10469 Bantle Road  
 North Collins, NY 14111*

## Terms for Alternate Address:

- Student must be eligible for transportation services.
- There must be space available on the bus.
- Alternate address must be on an existing route.
- Only ONE alternate address is permitted.

## Bus Stop/Route Request:

Please indicate the day(s) of the week and location(s) for which you are requesting transportation.

Location 1: Home, Childcare, Non-Custodial Parent  
Street Address  
Telephone Number

Days: Mon \_\_\_ AM \_\_\_ PM  
 Tues \_\_\_ AM \_\_\_ PM  
 Wed \_\_\_ AM \_\_\_ PM  
 Thu \_\_\_ AM \_\_\_ PM  
 Fri \_\_\_ AM \_\_\_ PM

Location 2: Home, Childcare, Non-Custodial Parent  
Street Address  
Telephone Number

Days: Mon \_\_\_ AM \_\_\_ PM  
 Tues \_\_\_ AM \_\_\_ PM  
 Wed \_\_\_ AM \_\_\_ PM  
 Thu \_\_\_ AM \_\_\_ PM  
 Fri \_\_\_ AM \_\_\_ PM

## Student Information:

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

I, \_\_\_\_\_ understand that this application is good for one (1) school year only. I also understand that if the student load exceeds the determined bus capacity, students receiving alternate transportation will be removed from the bus route to make space for students who are eligible for transportation from their home address. If it does become necessary to remove the student based on bus capacity, the North Collins Central School District will notify you, the parent/guardian, at least three (3) days before the student is removed from the bus route. The best phone number to reach me is \_\_\_\_\_.

Parent/Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by/date: \_\_\_\_\_ Denied for the following reason: \_\_\_\_\_