June 2018

Re: Student Transportation - Special Transportation Request or Request for Alternate Bus Stop

Dear Parents or Guardians:

If you had submitted a special transportation request for the current school year, it is necessary for you to do the same for each succeeding year. According to the Keystone Oaks School District Policy Guide, the following applies to alternate bus stop requests:

KEYSTONE OAKS SCHOOL DISTRICT POLICY GUIDE
POLICY NO. 810 - TRANSPORTATION

- Parents or guardians who desire to have their child(ren) picked up from or transported to an alternate bus stop shall make special written application to the District Student Transportation Office. The District shall honor such requests provided the alternate stop currently exists and the existing bus serving that stop is not filled to capacity, without regard to whether students requesting such special service is designated a walker or rider. Any special transportation arrangements granted are valid for the current school year only, with requests to be made and considered each succeeding year.

Enclosed, the District has provided a form that must be completed and submitted in the event that you request an alternate bus stop or have a special request that you may have had in previous years. It is important that you complete and return the form to the Department of Transportation no later than July 20, 2018 so that the transportation data may be compiled for the new school year.

Please mail, email or fax the completed form to:
Keystone Oaks School District
Department of Student Transportation
1002 Kelton Avenue
Pittsburgh PA 15216
Phone: 412-571-6026
Email: lyon@kosd.org

John Lyon
Director of Buildings, Grounds & Transportation

Attachment
REQUEST FOR ALTERNATE BUS STOP

KEYSTONE OAKS SCHOOL DISTRICT
DEPARTMENT OF STUDENT TRANSPORTATION
2018 -2019 SCHOOL YEAR

Student(s) Name(s)
____________________________________ School ___________ Grade ________
____________________________________ School ___________ Grade ________
____________________________________ School ___________ Grade ________

Parents/Guardian Name(s): _____________________________________________

Address: ______________________________________________ Zip: ____________

Home Phone: _______________ Work Phone: _______________

Designated Bus Stop: ________________ Bus Number: __________

Alternate Bus Stop Requested:

To School: ___________________________ From School: _______________________

Reason for Request: ______________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

_____________________________ _________________________
Parent/Guardian Signature Date

COMPLETE FOR ELEMENTARY STUDENTS ONLY

Name of Child Caretaker at Alternate Bus Stop: ________________________

Address of Caretaker: _______________________________________________

Phone Number of Caretaker: _________________________________________