

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](mailto: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: \_\_\_\_\_

\_\_\_\_\_