

Bus Transportation Request Form 2022 - 2023 School Year

Please complete this form to request bus transportation services for the next school year. Transportation requests will be filled on a first-come, first-served basis based on distance from school. Families with alternate transportation options should consider those options before using the bus as there are a limited number of seats available on each bus and transportation is not guaranteed.

Routes will be created with common stops (not door-to-door) and communicated with parents over the week of August 15th. Applicant parents will be offered a placement on the bus OR notified of placement on the waiting list. Parents must read and sign a Bus Transportation Agreement before the bus placement offer is confirmed and a finalized routes schedule will be communicated before school starts on August 23rd.

Today's Date _____

Student Name: _____ Grade in 22-23: _____

Student Name: _____ Grade in 22-23: _____

Student Name: _____ Grade in 22-23: _____

Student Name: _____ Grade in 22-23: _____

Parent/Guardian Contact Information

Parent/Guardian Name: _____

Address for Bus Pick-up and Drop-off: (Number, Street, City, Zip) _____

Phone Number: _____ Cell Number: _____

Email: _____

Emergency Contact: _____ Phone Number: _____

Closest main cross streets to your home:
(Example: Eastern & 36th St) _____

See back for more information →

Information about transportation:

- Bus services within 4 miles radius of New Branches Charter Academy
- Bus stops will be at common locations (not door-to-door)
- Bus stops will be first assigned to students who live the furthest from school
- Length of bus routes range between 1-1.5 hours
- Pick-up and drop-off locations must be the same

All requests for a temporary change in bus stop must be made by submitting a “Bus Stop Change Form” in the office and will take a **minimum of 24 hours notice**. Permanent changes will require a minimum of **1 week notice**.

Routes will be created and communicated to parents/guardians over August 8th – August 12th. Bus transportation placement will be sent to parents afterwards. Parents must read and sign the Transportation Agreement over the week of August 15th to complete enrollment in the Bus Transportation Program and for students to ride the bus.