

Bus Transportation Request Form

2025 - 2026 School Year

Complete this form to apply for bus transportation services for the upcoming 25-26 school year. This application does not mean placement. You will receive communication from the transportation department in August regarding placement.

Requests will be filled based on the following:

- 1st priority to families between one (1) to four (4) miles range
- 2nd priority to families based on earliest registration date and time

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.

IMPORTANT: Bus application is open to K-8th grade students; GSRP Preschool students are not eligible for busing.

Timeline:

- March 18 to March 29: Early electronic sign up for returning students based on Intent to Return completion condition (limited to 50% bus capacity)
- July 7 to July 23: Electronic application up for all returning and new families (revised)
- July 23 onwards: Paper application will still be accepted but will be placed directly on the waiting list
- July 28 to August 8: Routes and Schedules created based on application details
- August 11 to August 15: Placement offered to parents (or communication of waitlist). Parents must sign and return a Bus Transportation Agreement to confirm acceptance of placement
- August 20: First day of school

Service Details:

- 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 to live the furthest from the school
- Length of bus routes ranges between 1 to 1.5 hours
- Pick up and Drop off locations must be at the same address

Today's Date _____

Student Name: _____ Grade in 25-26: _____

Parent/Guardian Contact Information

Parent/Guardian Name: _____

Parent Mobile#: _____ Parent Email: _____

Emergency Contact: _____ Emergency
(Different person) _____ Contact Mobile#: _____

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

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

Other Remarks: _____

Additional Information about transportation:

Routes will be created and communicated to parents/guardians over July 20th – August 2nd with placement offers or waitlist notifications communicated over August 3rd - August 16th.

If placement is offered, A Bus Transportation Rules and Expectation Agreement must be completed and returned by the parent or guardian to confirm acceptance of the placement offer.

All requests for a temporary change in bus stop must be made in writing and submitted to the transportation department with **minimum of 24 hours advance notice**, and permanent changes will require a **minimum of 1-week notice**, pending bus driver approval.

Transportation Department Contact:

Mrs. Vicky Whitehead, Green Bus (21C) victorianehowland@choiceschools.com 616-243-6221 Ext 378 or Option 3	Mr. Dan Parrish, Blue Bus (21B) danparrish@choiceschools.com 616-243-6221 Ext 347	Mr. Rob Slaughter, Orange Bus (21A) robertslaughter@choiceschools.com 616-243-6221 Ext384
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