

SOUTH LYON COMMUNITY SCHOOLS  
TRANSPORTATION SERVICES  
REQUEST FOR DAYCARE BUSING

Please fill out this form completely. Failure to do so will delay processing. Complete one form for each school. **Students may not change bus stops without notification of approval from the Transportation Department.**  
**PLEASE PRINT**

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PRESENT RUN #: \_\_\_\_\_ STOP: \_\_\_\_\_

I hereby request permission and accept responsibility for my/our child(ren) listed below to be granted the following transportation change for pick up and/or delivery.

NAME OF STUDENT(S): \_\_\_\_\_  
If kindergartener, indicate Mon., Wed. PM, Thurs. or Tues., Wed. AM, Fri. Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_  
If kindergartener, indicate Mon., Wed. PM, Thurs. or Tues., Wed. AM, Fri.

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE DAY: \_\_\_\_\_

**REQUEST TRANSFER TO:**

RUN #: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ PARENT'S SIGNATURE \_\_\_\_\_

STOP LOCATION: \_\_\_\_\_

CAREGIVER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CAREGIVER'S ADDRESS: \_\_\_\_\_

PICK UP & DELIVERY: \_\_\_\_\_ PICK UP ONLY: \_\_\_\_\_ DELIVERY ONLY: \_\_\_\_\_

The Transportation Department will use the following rules to base its decision to provide transportation from a daycare address:

- Approved daycare transportation depends on space availability.
- The daycare address must be within the school attendance boundary.
- The daycare stop must be the same for **all** five (5) days.
- The daycare location must be near an existing stop on the bus run.
- If request is for a noontime kindergarten stop, the stop requested must be within the same a.m./p.m. attendance area for that school.

**Approved requests will cause your child's assignment to change to the daycare address. If your child should need to change back to the home stop, you must contact the Transportation Department three (3) days prior to riding from the different stop.**

.....**FOR OFFICE USE ONLY**.....

ROUTE: \_\_\_\_\_ DRIVER: \_\_\_\_\_ RUN: \_\_\_\_\_ STOP: \_\_\_\_\_

ID#: \_\_\_\_\_

TRANSFER APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ EFFECTIVE: \_\_\_\_\_ AUTHORIZED BY: \_\_\_\_\_

RATIONALE/COMMENTS: \_\_\_\_\_

01/08 DISTRIBUTION: \_\_\_\_\_ 1. File \_\_\_\_\_ 2. Bus Driver \_\_\_\_\_ 3. School