

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT
ALTERNATE TRANSPORTATION FORM
(One Student per Form)**

STUDENT NAME: _____ **GRADE:** _____

SCHOOL (CIRCLE ONE): **DONNELLY** **BROOKSIDE** **RTS MIDDLE** **HIGH**

DATE OF REQUEST: _____

PARENT NAME: _____

STUDENT HOME ADDRESS: _____

PARENT PHONE NUMBER: _____

PARENT SIGNATURE: _____

REQUEST FOR: (circle) ENTIRE SCHOOL YEAR OR TEMPORARY-Date range: _____

AM Pick Up Location				
WRITE IN: WALKER, HOME or ALT LOC in the boxes below				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Please pick him/her up at
Alternate Site Address: _____

Alternate Site Contact Name: _____ Phone #: _____

Is this person related to your student? If Yes, how: _____

PM Drop Off Location				
WRITE IN: WALKER, HOME or ALT LOC in the boxes below				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Please drop him/her off at
Alternate Site Address: _____

Alternate Site Contact Name: _____ Phone #: _____

Is this person related to your student? If Yes, how: _____

**Return Completed Forms to your student's school or Transportation
(7) seven days prior to effective date.**

TO BE COMPLETED BY TRANSPORTATION DEPARTMENT		
HOME BUS #	Alt. AM BUS #	Alt. PM BUS #
Bus Stop: _____	Bus Stop: _____	Bus Stop: _____
AM/PM Time: _____	Days Requested: _____	Days Requested: _____
Parent contacted: _____		

SEE REVERSE

Susquehanna Valley Central School
Regulations for Transportation to Alternate Sites

****You must submit a new request for Alternate Transportation every year, ONE STUDENT PER FORM; even if there are no changes from last year, or your child will be picked up and dropped off to/from the home address on file.****

To ensure the safe and proper delivery of each student being transported, the Susquehanna Valley Central School District **cannot accommodate daily transportation schedule changes** for students.

All changes to transportation pick up and drop off locations must be submitted **in writing** (7) seven days in advance of the change effective date.

Students assigned to Donnelly Elementary School cannot be transported to a Brookside Elementary School address for an alternate site; Brookside Elementary School students cannot be transported to a Donnelly Elementary School address for an alternate site.

If your student has an alternating or rotating schedule, a note must be submitted to your student's school on Monday every week detailing which locations transportation is requested.

Safety is number one! We appreciate your assistance in communicating the individual needs of your family, so we can continue to provide accurate transportation to all our students.

Changes are subject to bus space availability.

Any transportation questions, comments or concerns may be directed to:

Phone: 607-775-9153 / Fax: 607-775-9162

Transportation Supervisor – Nelissa Rupe; nrupe@svsabers.org

Head Bus Driver – Nancy Flanagan; nflanaga@svsabers.org

Routing Coordinator – Michael McDonald; mmcdonal@svsabers.org

SVCSD Transportation Department

1040 Conklin Rd, Conklin NY 13748