

# Early Childhood Transportation Policies and Procedures Cover Sheet

Student Name: \_\_\_\_\_

Initials	
	Completion of this form in no way guarantees transportation will be approved
	For Students with special education services who qualify for transportation. Bus route may determine where the preschool student will attend to receive their services in their least restrictive environment.
	Students within the 1.0-mile radius are within the walk area and will be scheduled to walk to school.
	It can take up to 10 school days for transportation services to begin. It maybe longer in a high application volume or pandemic.
	PSD buses are not able to pull down into cul-de-sacs or some narrow/dead end roads to pick up students; furthermore, if your student lives in a regular bussing area the student will be assigned at the regular bus stop.
	If your student requires transportation in a wheelchair or other mobility device, the device will need to be approved by transportation for safety.
	If a family is in the process of moving or changing where a child is picked up and dropped off, school placement may change.
	To participate in transportation, families are responsible for getting their preschooler to the assigned pick-up location and for meeting at the assigned drop-off location. Preschoolers must be attended by a responsible and assigned adult with valid photo identification.
	Children may only be released to a parent, legal guardian, or other individuals identified in writing by the parent or legal guardian. Authorized individuals must show A VALID ID to the bus driver at the time of pick up. If no authorized individual is present at bus stop, child will be returned to the school.
	If no authorized individual is present at bus stop and child is returned to school on three occasions, bus privileges will be canceled.
	Your child must allow themselves to be buckled in and remain buckled throughout the duration of the bus ride. Difficulty buckling may require your assistance. If it takes over 5 minutes, your child cannot ride the bus that day. You would be asked to transport your child for the day.
	The addition of other authorized individuals must be completed in writing and can take at least 5 days for the individual to be added to the authorized pickup list. A phone call is not sufficient to update your authorized contacts for same day pick up.

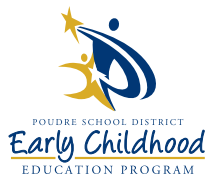
**I understand and agree to these policies regarding transportation in the Early Childhood Program. I authorize Poudre School District to release my child to the following individuals:**

Name:	Relationship:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature

Date

v 6/3//25



## Request for Bus Transportation

### Student Information

Student Name: \_\_\_\_\_

Parent/Guardian Information: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work/Other: \_\_\_\_\_

Current Teacher: \_\_\_\_\_ Location: \_\_\_\_\_ AM/PM or Fullday (please circle)

### Requested Pick Up Location/Address:

Days student requires pick up transportation: ☐ Mon. ☐ Tue. ☐ Wed. ☐ Thur.

### Requested Return Location/Address:

Days student requires drop off transportation: ☐ Mon. ☐ Tue. ☐ Wed. ☐ Thur.

**If your child is receiving special education services in a preschool classroom as required by an IEP and transportation is not available as requested above, will you be able to arrange transportation for your child to attend school each day?** ☐ Yes ☐ No

A request to obtain bus transportation *does not* guarantee that transportation will be provided by the Early Childhood program. Transportation is limited and is based on the funding source assigned to a child's space in the classroom.

Transportation requests may take up to four weeks to process and families will be notified by the ERSEA department with a letter regarding status. If a letter is not received, families must contact the ERSEA department to find out the status of their request *after four weeks have expired*.

**I understand and agree to the previous statement regarding timeline, notification and understand that a request does not guarantee that transportation will be set up for my child. Furthermore, if approved I hereby authorize Poudre School District to transport my child.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Please return this form to:

Fullana Learning Center, 220 N. Grant Ave. | Main office: (970) 490-3204 | Email: [psdece@psdschools.org](mailto:psdece@psdschools.org)