



Transportation Services
 2445 LaPorte Avenue
 Fort Collins, CO 80521
 970-490-3232
 970-490-3522 Fax

2019 – 2020 School Year

Alternative Transportation Application

For students attending neighborhood schools

Transportation Services may offer alternative transportation services to students who have special situations including daycare, split families, and transportation to/from locations other than home. *Please read the information below, carefully.*

Application Process and Timeline

- All requests are processed first-come, first-served and are based on the space available on existing routes. (Note: Students will only be assigned to existing bus stops and routes; buses will not be rerouted to accommodate requests.)
- Transportation Services will accept applications beginning June 1, 2019, for the 2019–2020 school year.
- Submit a separate application for each student. Remember to sign and date the application as unsigned applications cannot be accepted. Return completed application to:

Transportation Services
 Poudre School District
 2445 LaPorte Avenue, Building L
 Fort Collins, CO 80521
 -or-
 email: busrequest@psdschools.org

- Transportation Services will review applications beginning August 1, 2019, in the order they are received. Once the application has been reviewed, the parent will be contacted at the phone number provided below. Staff members appreciate your patience as there are many applications to process, and they process them as quickly as possible.
- State law does not allow students to ride a bus until their application is approved and the student is assigned to a specific bus route.
- Transportation Services cannot assign students to a bus that would exceed bus capacity. Poudre School District bases bus capacity on age group and size of bus.
- The *Alternative Transportation Application* is good for one school year. Parents must submit a new application each year.

Bus Stop/Route Request

Indicate days of the week and location(s) for which you are requesting bus service. (Note: Students will only be assigned to existing bus stops and routes; buses will not be re-routed to accommodate requests.) * indicates required field

Location 1:* _____
 (Home, daycare, 2nd parent, etc.)

Address:* _____

City, State, Zip:* _____

Days: Monday–Friday: am pm
 Monday: am pm
 Tuesday: am pm
 Wednesday: am pm
 Thursday: am pm
 Friday: am pm

Location 2:* _____
 (Home, daycare, 2nd parent, etc.)

Address: _____

City, State, Zip: _____

Days: Monday–Friday: am pm
 Monday: am pm
 Tuesday: am pm
 Wednesday: am pm
 Thursday: am pm
 Friday: am pm

Student Information

Complete the information below. Be sure to read carefully before signing.

Student name:* _____ Student ID#:* _____ School:* _____ Grade:* _____

Home address:* _____ City:* _____ State:* _____ Zip:* _____

I, _____* understand that it is my responsibility to transport _____* to and

Parent/guardian

Student

from school until Transportation Services notifies me that my student has been approved for transportation. I also understand that this application is good for one school year only. I am required to submit an application for each school year that I am requesting alternative transportation for my student. In addition, I understand that if the student load exceeds the determined bus capacity, students receiving alternative transportation services will be removed from the bus route to make space for students who are eligible for transportation to their home address. If it does become necessary to remove the student based on bus capacity, Poudre School District will notify me, the parent/guardian, at least three days before the student is removed from the bus route. The best phone number to reach me is _____*.

Phone

*

 Please type Parent/Guardian first and last name Date

* By checking this box, I understand that the above text constitutes my signature.

Video/audio cameras on buses are used to help ensure student safety!