

## ALTERNATE BUS WAIVER REQUEST

Parents/Guardians may have a need for their child to ride a different bus than the one that was assigned. Babysitting purposes are the most common reason. The following are guidelines for requesting an alternate bus. These guidelines will assure proper communication among students, parents, school personnel and the Transportation Department. **Please keep in mind that during the first two (2) weeks of school it could take extra time to process all the waivers we receive. Waivers could be slowed due to the bus capacity. Parents/Guardians should have a back-up plan in place until services are altered to accommodate the request.**

1. Obtain an Alternate Bus Waiver form from the school. The form may also be printed from the MSD Perry Township website under the Parents & Community tab.
2. Return the completed form to the Transportation Department via fax (780-4402) or mail (1319 W. Edgewood Ave, Indpls, IN 46217).
3. The Transportation Department will verify:
  - a. The requested stop is on a current route for the student's school. Students will be assigned to the closest currently established bus stop. **Stops outside the school boundaries cannot be accommodated.**
  - b. Seating is available for the student.
  - c. If a bus has to be re-routed it could take up to three (3-5) business days before the change can take place.
4. The Transportation Department will forward the approval/denial to the appropriate school.
5. School personnel will assist the student to the bus.
6. The appropriate school will notify the parent of the approval/denial.
7. **Alternate Bus Waiver must be approved before student can ride the new bus.**
8. Alternate Bus Waivers for students in **KINDERGARTEN ARE ONLY IN EFFECT UNTIL THE END OF THE SCHOOL YEAR.**
9. Approved Alternate Bus Waivers for **grades 1-12 will stay in the transportation system until the waiver is changed or canceled.**