

ADMINISTRATIVE REGULATIONS

LAKE SHORE
CENTRAL SCHOOLS

TRANSPORTATION
DEPARTMENT

ADOPTION DATE:
August, 1996
REVIISION DATE:
July 1999

REGULATIONS FOR SPECIAL TRANSPORTATION REQUESTS

1. The district will not allow for daily changes in bus pickups and delivery. Should the need for special transportation arise, arrangements must be made at least one (1) day in advance and in writing. The only exception to this procedure will be emergency situations, with approval from the Building Principal.
2. Long-term changes (three days or more) in transportation will be provided only after the parent has completed an "Application for Special Transportation Arrangement" form. The pickup or delivery address must be within the established attendance boundaries of the school.
3. Parents agree:
 - a. To instruct their children so they thoroughly understand their travel pattern and the name of the place to which they are being transported.
 - b. To provide their children with some form of identification which is to be carried at all times, giving name, address, home telephone number, parent's name, emergency phone number, and the name and phone number of the child care provider.
 - c. That, if school is closed during the day due to some emergency, their children will be transported in accordance with the arrangements which would be normal for that day.