

**Read Other  
Side  
Immediately**

EASTERN LEBANON COUNTY SCHOOL DISTRICT  
MYERSTOWN, PA 17067  
TRANSPORTATION REQUEST FORM  
2009-2010 School Year

**Read Other  
Side  
Immediately**

Please fill in the blanks where indicated and provide us with the accurate information and the required signatures for "each child" **requesting special transportation consideration within their home school attendance area**. Please be advised that your request may ONLY be approved by the Transportation Office.

Your completed form should be submitted by **July 10, 2009** to:

EASTERN LEBANON COUNTY SCHOOL DISTRICT, TRANSPORTATION OFFICE, 180 ELCO DRIVE, MYERSTOWN, PA 17067.

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

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

Phone Number: \_\_\_\_\_

School Attending: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

\*If Kindergarten, specify AM or PM Session: \_\_\_\_\_

	Pick-up	Drop-off
Monday – Friday <i>(Regular Schedule)</i>	Sitter name _____ Telephone # _____ Address _____	_____

	Pick-up	Drop-off
Monday – Friday <i>(Early Dismissal/Late Start)</i>	Sitter name _____ Telephone # _____ Address _____	_____

REASON: (Work, babysitter, other): \_\_\_\_\_

I HAVE READ AND AGREE TO THE TRANSPORTATION GUIDELINES AS SPECIFIED BY THE EASTERN LEBANON COUNTY SCHOOL DISTRICT AND WILL HEREBY COMPLY WITH SUCH REQUESTS AND PROCEDURES.

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

\_\_\_\_\_  
*Date*

**BY SIGNING THIS FORM, YOU ARE GIVING PERMISSION TO TRANSPORT YOUR CHILD ON ANOTHER BUS TO AND/OR FROM A LOCATION OTHER THAN THEIR HOME ADDRESS.**

**DO NOT WRITE BELOW THIS LINE -- OFFICIAL USE ONLY -- DO NOT WRITE BELOW THIS LINE**

APPROVED \_\_\_\_\_ UNAPPROVED \_\_\_\_\_ (FOR THE 2009-2010 SCHOOL YEAR ONLY) EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_ A "NOTE" MUST BE SUBMITTED TO THE BUILDING ADMINISTRATOR "EACH DAY" TRANSPORTATION IS REQUIRED TO ANOTHER EXISTING STOP. APPROVAL IS GRANTED BASED ON SEATING AVAILABILITY.

\_\_\_\_\_  
*Transportation Director*

\_\_\_\_\_  
*Date*

**COPIES:** School \_\_\_\_\_ Bus Contractor \_\_\_\_\_ Bus Driver \_\_\_\_\_ Transportation Office \_\_\_\_\_ Parent \_\_\_\_\_

**EASTERN LEBANON COUNTY SCHOOL DISTRICT  
MYERSTOWN, PA 17067  
Phone: 866 - 7117**

RE: TRANSPORTATION REQUESTS SCHOOL YEAR 2009-2010

DEAR PARENT(S)/GUARDIAN(S):

To assist the district in scheduling the 2009-2010 bus routes for students eligible for transportation within their home school attendance area, we ask that you please review the following information carefully. No transportation will be provided outside of a student's home school attendance area or outside of the ELCO school district boundaries.

1. ALL requests must be completed and submitted in writing ANNUALLY on the "Transportation Request Form" and signed by the parent or guardian. All transportation requests should be submitted on or before July 10, 2009, and are subject to the criteria set forth in item #3 shown below.
2. ALL requests are to be forwarded for approval to the Eastern Lebanon County School District at 180 ELCO Drive, Myerstown PA 17067, ATTN: Transportation Office.
3. Requests for changes in transportation to another location within the student's home school attendance area will be reviewed and considered for approval based on the following criteria:
  - a. The student is eligible for transportation.
  - b. The bus route operates from the student's assigned school.
  - c. The bus route does not have to be changed or extended.

EXCEPTION: Adjustments to pre-scheduled bus routes for the following school year will be considered when Transportation Requests are received in the Transportation Office on or before JULY 10<sup>th</sup> prior to each school year. (requests received by the Transportation Office after July 10<sup>th</sup> will be subject to the bus routes as established for the upcoming school year.)

- d. The load of the vehicle will not exceed the legal limits for the vehicle.
- e. The change does not increase the cost to the school district.
4. All forms must be into the transportation office no later than July 10, 2009 for the change to be effective the first day of school. Any forms received after July 10<sup>th</sup> will not become effective until after the first two weeks of school. Forms completed during the school year will require 3 working days from the date they are received in the transportation office to initiate the change.
5. Approved requests within the student's home school attendance area are effective for ***ONLY THE 2009-2010 SCHOOL YEAR***. All student transportation arrangements will automatically revert back to their assigned designated bus stop within their "home school attendance area" at the end of each school year, and student transportation scheduling for ***THE FOLLOWING SCHOOL YEAR WILL BE ARRANGED FROM THEIR "HOME SCHOOL ATTENDANCE AREA"*** bus stop location.

Thank you for your cooperation and continued support of the Eastern Lebanon County School District.

***IF YOUR CHILD WILL BE RIDING THE BUS TO SCHOOL FROM YOUR HOME ADDRESS AND HOME FROM SCHOOL TO YOUR HOME ADDRESS, YOU DO NOT NEED TO COMPLETE THIS FORM UNLESS IT IS A CHANGE FROM LAST SCHOOL YEAR.***