

**Naperville Community Unit School District 203**  
**Transportation Department**  
**605 W. 5<sup>th</sup> Avenue**  
**Naperville, IL 60563**

School Year \_\_\_\_\_

Date \_\_\_\_\_

Students who are regularly transported to or from a bus stop other than the one assigned for their home address must have a signed, current request on file at the District's transportation office. Requests are granted based on current seats available, time schedules, and whether the new stop is within the school's boundaries for transportation. Information is also requested if District 203 does not transport the student due to day care center/sitter or parent transportation. Please return this form to the above address as soon as possible. If you have questions, please call Transportation at 420-6464. Fax: 630-420-6521

**REQUEST TO TRANSPORT STUDENT TO/FROM A DIFFERENT BUS STOP**

Student's Name: \_\_\_\_\_  
(Last name) (First name)

School: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Home Subdivision: \_\_\_\_\_

Work Phone Number(s) of Parent/Guardian(s):

Dad: (\_\_\_\_) \_\_\_\_\_ Mom: (\_\_\_\_) \_\_\_\_\_

Sitter's Name: \_\_\_\_\_

Sitter's Address: \_\_\_\_\_ City: \_\_\_\_\_

Sitter's Phone Number: (\_\_\_\_) \_\_\_\_\_ Sitter's Subdivision: \_\_\_\_\_

Transport situation: \_\_\_\_\_ To school only  
\_\_\_\_\_ From school only  
\_\_\_\_\_ Both ways

**(Must be for every day of the week)**

Additional comments: \_\_\_\_\_

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Parents'/Guardians' Names: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(over)

## **TRANSPORTATION POLICY FOR STOP LOCATION OTHER THAN STOP ASSIGNED TO HOME ADDRESS**

Students may be transported to/from **one** stop address other than their home bus stop: however, the stop must be for **everyday** of the week. The stop address must be within the same school's attendance boundary. Alternate stops will be conditional upon **space availability** on bus.

The four possible choices for bus transportation would be:

1. Pick up at home; drop off at home
2. Pick up at home; drop off at sitter
3. Pick up at sitter; drop off at sitter
4. Pick up at sitter; drop off at home

Students who are transported to/from a bus stop other than their assigned home stop must have a parent/guardian signed transportation request form for the current school year on file at the District's transportation office. A copy of that form is on the reverse side of this policy. Additional copies are available at each elementary school's main office or at the transportation office.

In order for the stop to be effective the first day of school, the form must be on file by August 1. Requests submitted after the first week in August will not be processed until after Labor Day. During the school year, requests received by the District Transportation Department will become effective within three school days after receipt. **NO** changes in transportation will be honored without the request form.