

**SALEM CITY SCHOOLS**  
**Alternate Stop**

3301-83-13 SCHOOL BUS STOP

(A) Designation of school bus stop

It shall be the responsibility of the superintendent or designee to determine the location of all school bus stops which shall be approved annually by the district's board of education as an integral part of the school bus routing plan within ten days following the opening of school. Authority to designate or re-locate subsequent school bus stop may be delegated by the board of education to the superintendent or designee.

Please Print Legibly

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

Parent/Guardian Name: \_\_\_\_\_

School Building: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

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

City

Zip

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other Number: \_\_\_\_\_

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

\_\_\_\_\_  
Date

AM / PM  Lincoln Learning Center

AM / PM  Small Wonders

AM / PM  Robin's Nest Day Care

AM / PM  Early Bird Learning Center

AM / PM  \*Other location (Ex: Relative, Family Friend)

\*Other Alternate Stop Information Below

Alternate Stop Name: \_\_\_\_\_

Alternate Stop Address: \_\_\_\_\_

Alternate Stop Phone: \_\_\_\_\_

**IMPORTANT**

1. Child's safety.
2. **New Form Every School Year**
3. **AM stop location must be the same as PM stop location every day.**
4. Shared custody-please provide a copy of court decree (required by law) when submitting request to the Transportation Office.
5. Allow up to 7 working days to change/begin transportation.
6. Parents are responsible to have a back up plan in the event the bus is running late or does not show up.
7. Parents are responsible to have a back up plan if they cannot be at the stop.
8. Parents are responsible for getting their child to and from the bus stop and their behavior at the bus stop.
9. Student will be assigned to the **closest existing stop.**