

Lexington School District Four

Student Transportation

Dear Parent or Guardian:

Our school buses are at, or close to, recommended capacity and no additional buses are available from the state. Additionally, for safety reasons we cannot accommodate daily changes to transportation. Therefore, the buses will be "closed" to students other than registered riders.

A Transportation Declaration must be completed for each student attending Lexington Four schools. Each student's parent or guardian must declare whether their child will be transported by personal car, day-care van, or ride a school bus. A specific address for bus pickup and drop off must be provided. For safety reasons and overcrowding, temporary transportation changes or requests to go to a different location cannot be accommodated. If family circumstances change during the school year, which require a permanent change for transportation, you must file a new Transportation Declaration.

Parents should make arrangements in advance with neighbors or other family members to pick up children from school early or meet them at their home when unexpected circumstances occur.

This form must be updated annually at registration or anytime your transportation needs change.

LEXINGTON SCHOOL DISTRICT FOUR
REVISED TRANSPORTATION DECLARATION

A Transportation Declaration form is needed for each student to ensure that every child is transported safely to and from the correct location. If your transportation needs change at any time, a new Transportation Declaration form must be completed and on file at the school office **24 BUSINESS HOURS** prior to a change being made. Students will be transported in accordance with the Transportation Declaration form on file with the school and the Transportation Department. For the safety of your child:

- 1) Students second grade and under will not be dropped off by bus without an older sibling accompanying the younger student or a caregiver present at the drop off. (The person receiving the child must be on the child's pickup list.)
 - 2) No transportation changes will be made by phone except in an extreme emergency.
- Lexington District Four is not responsible for students dropped off on school grounds prior to the identified time for which supervision is provided or left on school grounds after identified time for which supervision is provided.

PLEASE PRINT CLEARLY

| | | | |
|---|---------------|---|-----------------------|
| Student Name: | (First) | (Middle) | (Last) |
| School: | Grade: | | Age: |
| Morning Pick Up Location | | Afternoon Drop Off Location | |
| Check One: Bus ___ Car ___ **Walker ___ Day-Care Van ___ If bus, indicate the pick-up address below: Street Address _____ | | Check One: Bus ___ Car ___ **Walker ___ Day-Care Van ___ After-School Care ___ If bus, indicate the drop-off address below: Street Address _____ | |
| Emergency contact information should there be a question concerning how your child is being transported home during the year. List first and second contact below. Please print. | | | |
| _____ | _____ | _____ | _____ |
| Name | Home Phone | Cell Phone | Relationship to Child |
| _____ | _____ | _____ | _____ |
| Name | Home Phone | Cell Phone | Relationship to Child |
| **Students that are designated as 'walkers' are not the responsibility of Lexington District Four when the child is: (1) not on school grounds or (2) not in a supervised area as designated by school administration during school hours for which supervision is provided. | | | |

Name of Person Completing Form Relationship to Student Date

Describe other transportation arrangements that may be necessitated by your job (ex- change in shifts).

| For Office Use Only | | | |
|-----------------------------|----------------------------------|-------------------------------------|-----------|
| Bus Number Assigned: | Beginning Date of Change: | AM | PM |
| Date/Time Received: | | Initial of office personnel: | |