

PLAINFIELD COMMUNITY CONSOLIDATED SCHOOLS DISTRICT 202  
TRANSPORTATION OFFICE  
14812 S. Eastern Avenue, Plainfield, IL 60544  
PHONE: (815) 439-5467 FAX: (815) 439-4830

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. Sitter forms must be re-submitted yearly. 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 202 does not transport the student due to day care center/sitter or parent transportation. Please return this form to the above address or fax number as soon as possible. **The District Transportation Office Requires a three (3) day notice ( working days ) to implement busing changes during the school year and 2 week notice prior to start up of new school year.** If you have any questions, please call Transportation at 439-5467 or 439-5468.

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

STUDENT'S NAME: \_\_\_\_\_  
(LAST NAME) (FIRST NAME)

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

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 #: \_\_\_\_\_ SITTER'S SUBDIVISION: \_\_\_\_\_

SITTER SITUATION: \_\_\_\_\_ to school only  
\_\_\_\_\_ from school only  
\_\_\_\_\_ both ways

DATE FOR BUSING TO START AT SITTER: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

PARENTS' / GUARDIANS NAME(S) PRINTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

During the school year, 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.

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 stop must have a parent / guardian signed transportation request form on file at the District's Transportation Department. A copy of that form is on the reverse side of this policy. Additional copies are available in each school's main office or at the District Office.

In order for the stop to be effective the first day of school, the form must be on file by **August 10th**. Requests submitted after **August 10th** will not be processed until after the first full week of school. During the school year, requests received by the District Transportation Office will become effective after **three** school days.