

**Roxbury Township Public Schools  
Transportation Department**

**Alternate Bus Stop Request Form 2024/2025 School Year**

The Transportation Department will make every effort to accommodate alternate bus stops for daycare or dual custody if a seat is available on the bus within the following guidelines:

- Request must be 5 days per week.
- Parent or Babysitter must reside in the school districted area.
- Daycare center must be on the approved list.
- **Forms need to be completed and sent to the school by August 1, 2024.**
- Forms received after the deadline cannot be guaranteed due to ridership count requirements, and if possible will be granted on or after September 10, 2024.
- Requests or changes during the school year require a 5-day notice.

**\*\* All areas must be completed or request will not be processed.**

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Date of Request: \_\_\_\_\_

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

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

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

Alternate Stop Requested: \_\_\_\_\_

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

Date busing to begin: \_\_\_\_\_

**Please circle to indicate:**

To School Only      From School Only      To/From School      Cancel Request

Transportation is requested for my child as indicated above on a 5-day per week basis.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_

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Transportation Confirmation

Request Granted: Y / N      Date to begin : \_\_\_\_\_      Bus Assignment: \_\_\_\_\_

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