

July 1, 2019

To all Aitkin School District Parents,

This letter is to inform you of the new school district transportation policies. Beginning this fall students will be allowed ONE bus stop for the morning and ONE bus stop for the afternoon from their primary household address. The pick-up and drop off shall be consistent daily.

Licensed daycares will be eligible locations for transportation provided they are currently on an established bus route.

A new Transportation request form has been created for you to fill out and return should your student require transportation. If your student does not need to ride the bus and/or your form is NOT returned, we will consider them as non-riders on our busses and not include them on our bus routes.

In the event of a change in work schedules, or address change requiring a reassignment of a bus stop, a new Transportation request form must be filled out. However, it may require up to 3 school days for requests to be completed.

Any stops created through bus passes, including pre-school, must be on an established route at a current bus stop.

Due to a shortage of drivers, we have had to eliminate and consolidate routes. This may result in increased ride time for some students. However, some bus stops may also be consolidated to decrease ride time. Current district policy states that elementary students may have to walk up to ½ mile to a bus stop and high school students up to 1 mile. Elementary students may be required to walk up to 1 mile with their high school siblings.

The Transportation Request Form 707-F must be completed, signed, and returned by August 2<sup>nd</sup> to guarantee transportation for the 2019-2020 school year. Forms can be picked up at the District/Elementary office or printed off of District Policy 707, page 11, and returned to Aitkin Public Schools, 306 2<sup>nd</sup> St. NW (Attn. Bus Garage), or e-mailed to malcox@isd1.org.

Any questions can be directed to the Transportation Department at (218)429-0241.

Sincerely,

Tom Bruss, Transportation Supervisor  
Michelle Alcox, Transportation Technician

# Aitkin Public Schools- Transportation Request



## Aitkin Public Schools

306 2nd St NW

Aitkin, MN 56431

To help ensure the safety of our students, we require all families to complete a transportation request for each student. This is to inform the office and Bus Garage of the regular plan for student transportation. We recommend a consistent plan, as this is especially important for our young students. If any permanent changes need to be made during the school year, please contact the office or bus gaeage to complete a new form. The form need to be on file for any permanent changes to take place.

Please complete this form:

- At the beginning of each new school year
- If your child is a new student
- For changes regarding Primary/Secondary location**

\*Each student will be allowed transportation to a primary, and on occasion a secondary location. Parent are responsible for their own temporary arrangements,

- Please allow up to (3) school days for the request to be completed

### STUDENT INFORMATION

Student's Name (Please Print): \_\_\_\_\_

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

Grade: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Parent / Guardian Name : \_\_\_\_\_ Parent/Guardian Phone # : \_\_\_\_\_

### REASON FOR REQUEST:

New student : \_\_\_\_\_ New School year: \_\_\_\_\_ Change to Primary/Secondary: \_\_\_\_\_

Date for change to be effective: \_\_\_\_\_ (Circle One) PRIMARY / SECONDARY / BOTH

Will your student be using busing? Yes / NO (Please make sure the school has the correct address)

Will you be requesting transportation to a secondary location? (Circle One) YES / NO

### If Yes, please complete remainder of form:

Primary Location Address: \_\_\_\_\_

Primary Phone # : \_\_\_\_\_

Bus # (If known) : \_\_\_\_\_

Secondary Location Address: \_\_\_\_\_

Secondary Phone #: \_\_\_\_\_

Bus # (If known) : \_\_\_\_\_

Reasoning for the Secondary Location Request: \_\_\_\_\_

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