



TRANSPORTATION DEPARTMENT  
1738 Helderberg Trail, Berne, NY 12023  
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### 2024-2025 Transportation Childcare Form

Student Name: \_\_\_\_\_  
(First) (Last)

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

(2024-25) Grade: \_\_\_\_\_

Requested Effective Date: \_\_\_\_\_

- Students in grades Prek-8 must have a set transportation schedule.
  - Rotating bus schedules are not permitted.
  - Students who are in grades Prek-3 must be met at the bus stop by an authorized child-care provider or designated adult. (Permission for other adults must be on file with the transportation department.)
  - For any transportation changes during the school year, a new form must be submitted to the main office.
  - Forms must be submitted yearly for all alternate transportation plans including joint/shared custody or after school care arrangements.
- Approved requests may take up to 5 business days to process.  
Busing changes will not be in effect until you are contacted by the transportation office.*
- \*Please note, this form is only for changes in your current plan. If your child(ren) will be picked-up and dropped-off at their primary residence for the 2024-2025 school year, you do not need to turn this form in again.

DAY OF WEEK	PICK-UP ADDRESS	DROP-OFF ADDRESS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
<b>Joint/Shared Custody contact information:</b>		
Name: _____		Phone number: _____
Parent Signature: _____		Date: _____
<b>Daycare contact information:</b>		
Name: _____		Phone number: _____
Parent Signature: _____		Date: _____