

**\*\*DUE BY JULY 24\*\* Any forms received after this date will be subjected to a waiting period \*\***



**Tonawanda City School District  
Alternate Transportation Form  
2026-2027**

1. The use of this form is for parents/guardians of students to request their child's pick up or drop off location be at an alternate location other than the student's home address. This would include: daycare, babysitter, etc.
2. This form is **not** to be used for transportation to a student's place of employment at any time.
3. The alternate address must be on an existing bus route. Alternate stops will be limited to Board of Education Policy (available online policy #5710).
4. For efficiency of operation and child safety, **only one** alternate address will be accepted for the entire week.
5. For grades K-5 - the alternate address must be within the attendance area of the child's school.
6. In order to establish and publish bus route information, requests must be submitted prior to **July 24, 2026**. Requests received after July 24, 2026 will be processed in a timely fashion. \*\*It must be noted that it may not be possible to process before the start of school if turned in after this date.
7. All pick up/drop off spots must be approved and are approved at the sole discretion of the district. Also, any stop that the district believes is unsafe to the student(s) or the bus, will be declined.

**DATE OF SUBMISSION (MM/DD/YY):**

**START DATE FOR ALT. TRANSPORT:**

**Student/Household Information**

Student's name	
Address	
School/Grade	
Parent/Guardian name	
Home/Cell #/Work #/Emergency #	

**Childcare Provider or Licensed Childcare Provider**

Licensed Childcare Provider or Childcare Provider		
Address		
Telephone and/or cell #		
	Pick up address (i.e. home, CCDC)	Drop Off Address (B/G Club, home)
	am	pm

**Please initial the following two (2) items:**

\_\_\_\_\_(parent/guardian initials) In requesting this transportation, *I agree to and accept the responsibility of providing instruction to my child so that he/she understands the travel arrangements as requested.*

\_\_\_\_\_(parent/guardian initials) *I understand the schedule I am requesting for my child will be followed for the entire school year.*

**\*NOTE: All alternate bus requests expire at the end of each school year and a new form must be submitted.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

This form must be returned to the District Office or building secretary, by JULY 24TH to ensure that your arrangements are in place by the first day of school. Parents will be responsible for transportation until notified of the start date by Transpo or the school district.

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### **Additional Useful Information on Transportation:**

**All transportation MUST remain within the City of Tonawanda borders.**

BOE Policy: Bus Distances for students in order to be eligible to receive bus transportation services:

Grades 9-12 - 1.5 miles or more

Grades 6-8 - 1.0 miles or more

Grades K-5 - 0.5 miles or more

After the start of the school year, all ALTERNATE Forms need at least 48 business hours to process before starting- *Transpo (Bus Vendor) will call the parent(s) directly to discuss the start date, time, and location(bus stop).*

ALTERNATE Transportation is set up and expected to be used 5 days a week, unless there is a holiday or school day off (Parents would be responsible for picking up/dropping off their student(s) to said ALT place).

All students will qualify for ALTERNATE Transportation if and only if the student(s) are being picked up/dropped off to/from a Daycare, Boys & Girls Club, Rec Center, CCDC in either the AM or PM

**\*\*We do not drop off students at any place of employment of either the student, babysitter, or the parent\*\***

If any student no longer needs ALTERNATE Transportation and/or stops going to the AM/PM program-the form must be filled out and sent in, in order to change the pick up/drop of location for that student.

Any questions please contact 716-694-7690, ext-6019

Email: [TonaHR@tonacsd.org](mailto:TonaHR@tonacsd.org)