DEXTER COMMUNITY SCHOOLS / BUS STOP REVIEW / CHANGE REQUEST

This form is used to identify necessary information to review whether a bus stop should be changed, added or deleted. Please complete the following information regarding the review request. Please drop off, fax or mail this form to the Transportation Department. It may take up to 2 weeks to process this request.

Student Name(s):____________________________________________________

Grade(s) & School(s) of Student(s):_____________________________________

Bus Number, if known: _____

Please circle all services requested: A.M. / NOON / P.M.

Permanent Change Requested Start Date: _____ / _____ / _____

Location of requested stop, please give street name with address and nearest intersection:
___________________________________________________________________________
___________________________________________________________________________

Briefly describe why changes or a new stop are being requested:
___________________________________________________________________________
___________________________________________________________________________

Parent / Guardian Name: ________________________________________________

Daytime Telephone: (___) _____________ Evening Phone: (___) _____________

E-mail Address: ___________________________________________________________

Address: __________________________________________________________________

Please provide daycare provider information below:

Contact Name: ____________________________________________________________

Contact E-mail: ___________________________________________________________

Contact Phone: (___) _____________

Emergency contact number: (___) _____________ / (___) _____________
TRANSPORTATION TO DAYCARE FACILITIES

Transportation can be provided to students attending childcare facilities. Bus stops will be located near the childcare center where the buses can safely receive/discharge students. Transportation can be accommodated for one pick-up location and one drop-off location. If your day care arrangements vary from day to day, it will be the parent’s responsibility to provide transportation on those alternating days.

All requests will be reviewed and a response will be given. This process may take up to two (2) weeks, depending on the number of requests submitted. It will be the parent’s responsibility to contact the school with any approved changes.

We appreciate the opportunity to serve the families of Dexter Community Schools and hope we can resolve any concerns you may have concerning your stop satisfactorily.

Requests may be mailed, faxed or e-mailed to:

Attention Deneen Smith  
Dexter Community Schools  
Transportation Department  
7229 Marshall Road  
Dexter, MI 48130  
(Phone) 734-424-4190  
(Fax) 734-424-4290  
E-Mail: smithd@dexter.org

For office use:

Date Responded to Request: _______________________

Circle Request Status: Approved / Denied

Driver Notification Date: _______________________

Route Description Updated Date: ______________________

Approval Signature: ______________________