

Return to:
Otsego Transportation Department
18505 Tontogany Creek Rd., Suite 1
Bowling Green, OH 43402

Otsego Local Schools

Alternate Transportation Request

_____ School Year

Requests must be turned into the Transportation Department by **July 01** to be included in the bus route **for the next school year. All requests received after July 1 will not be processed until after the second week of school and does not guarantee an approval.**

Request made **during the school year** must be at the Otsego Transportation Bus Garage **72** hours (**3 school days**) before the change is to occur. Students will be picked up and dropped off at their appointed bus stop until the transportation supervisor has given approval for the location listed above and you have been contacted by the Transportation Supervisor.

*The alternate location requested must be located along an **existing (current year) bus route** and will be **granted on a space available basis only**. Only requests for a minimum of five days will be considered.*

Student Name _____ School Otsego Elementary Grade _____

Home Address _____ Home Phone # _____

Parent/Guardian _____ Work Phone # _____

AM Pick up

Name _____ Phone # _____

Address _____

PM Drop off

Name _____ Phone # _____

Address _____

Requested beginning date _____

In case of emergency contact:

Name _____ Phone # _____

Relationship to Student: _____

Name _____ Phone# _____

Relationship to Student: _____

Parent/Guardian Signature

Date

My Preschool or Kindergarten child may be released at the bus stop to the following individuals in addition to the parents/guardians:

Name _____ Relationship _____ Name _____ Relationship _____

Name _____ Relationship _____ Name _____ Relationship _____

An adult must be present for the driver to release a preschool or kindergarten student from the bus.

-For Transportation Department use only-

Approved _____

AM Bus # _____

Not Approved _____

PM Bus # _____

Date Received _____

Transportation Supervisor Signature