

# PITTSGROVE TOWNSHIP SCHOOLS

## Transportation Department

736 Centerton Rd  
Pittsgrove, NJ 08318

(856) 358-7072 Fax: (856) 358-7062

<http://www.pittsgrove.net/departments/transportation/>

### BUS STOP CHANGE REQUEST FORM

The Transportation Department will make every effort to accommodate alternate bus stop arrangements, as long as there are seats available on the bus and the guidelines listed below are followed:

- Alternate stop arrangements must be on an **EVERYDAY** basis only (Mon - Fri)
- Requests are due by **August 23** for the first half of the year, September through mid-February, and **February 1** for the second half of the year, mid-February through June.
- The alternate bus stop **MUST** be located within the school district.
- New forms must be submitted when a change or cancellation to the bus stop is needed.
- Requests can be submitted by sending the form to school with your child, mailing, faxing, emailing, or dropping the form off at the Transportation Department.
- If you have any questions, please contact the Transportation Department.

PLEASE CHECK ONE: [ ] NEW REQUEST [ ] CHANGE TO REQUEST  
[ ] CANCEL ALTERNATE STOP (WILL REVERT TO HOME STOP)

STUDENT NAME: \_\_\_\_\_

SCHOOL OF ATTENDANCE: \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

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ALTERNATE STOP ADDRESS: \_\_\_\_\_

USE THIS STOP FOR: (circle one) PICK UP DROP OFF BOTH

CAREGIVER NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

*This form will only be processed if completed and signed by the custodial parent/legal guardian.*

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Parent/Guardian verified with school district records Y N

Bus stop updated in Transfinder \_\_\_\_\_ CAREGIVER CONFIRMATION: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ OR DENIED DATE: \_\_\_\_\_

New stop information communicated to: parent \_\_\_ school \_\_\_ driver \_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_