Southwest Coaches, Inc.	
1500 Travis Road	
Marshall, Mn 56258	

Child Care Transportation Request Form

2022/2023 School Year

www.swcoaches.com

Your Children's Safety Is Our <u>#1</u> Priority!

Transportation services to and from a child care site will be allowed under the following guidelines.

- 1. The child care provider must live within the attendance area of the school.
- 2. The child must always be picked up or dropped at the same location.
- Arrangements must be made through the bus company assigned to carry the child to and from school. Only written requests will З. be honored. These written requests will be kept on file with Southwest Coaches, Inc. and the School.
- 4. Any changes in the student's schedule after approval must be resubmitted to Southwest Coaches, Inc.
- <u>Changes may require three (3) working days to process</u>.
 This form needs to be completed <u>each</u> school year for <u>each</u> student.

The rules on the bus and the disciplinary procedures are as follows:

- 1. Immediately follow directions of the driver.
- 2. Sit in your seat facing forward.
- Talk quietly and use appropriate language.
 Keep all parts of your body inside the bus.
- 5. Keep your arms, legs and belongings to yourself.
- 6. No fighting, harassing, intimidating or horseplay.

This section completed by Parent/Guardian:

- Do not throw any objects. 7.
- 8. No eating, drinking or use of tobacco/drugs.
- 9. Do not bring pets or animals of any kind.
- 10. Do not damage the school bus.
- 11. Do not bring any dangerous or sharp objects on the bus or weapons of any kind.

Parents are informed of their students' first transportation incident in written form and asked to discuss the safety importance with the student. The second report will result in one week removal of district transportation and the third for the remainder of the school year. This riding privilege includes field trips and extra-curricular activities, also. The exceptions to this policy are language or fighting. These will not be tolerated and the first incident will result in one week removal.

If you are requesting transportation to a child care site for your child and meet the qualifications above and have read the rules of the riding privilege, please completely fill in the information below. It is expected that the commitment for transportation to the day care provider will be for the school term.

(Check all that apply)	
Student is to be picked up at : Day Care. Home.	
Student is to be dropped off at: Day Care. Home.	
Day Care Provider:	
Address:	
Phone:	
Requested Begin Date:	

Parents E-mail addresses

I do hereby agree to save the School District and Southwest Coaches, Inc. harmless for any damage resulting from its granting this request.

Signed:		Parent/Guardian	Today's Date:
		Regular Bus	Alternative Bus
	Bus From Home		
	Transfer Bus AM		
	Bus To Home		
	Transfer Bus PM		
	Pick-up Address		
	Drop-off Address		
	Pick-Up Time		

Please fill out and sign, then fax this form to Southwest Coaches at 507-532-9398 or e-mail it to Brandon@swtourandtravel.com

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