

Carroll ISD

Alternate Transportation Process & Instructions

OVERVIEW & PURPOSE

The Alternate Transportation Process allows current bus riders to *occasionally* route to an alternative location on existing bus routes for their campus at no-cost and non-bus riders to occasionally utilize the CISD transportation system via purchasing one-way vouchers. The process is required in order for the district to receive appropriate authorization from parents and efficiently route students safely to their proper destination.

START: Does your child have an existing annual or semester bus pass?

NO

YES

Existing riders changing destinations

(for students who DO have an annual or semester pass)

1. Parents may download and complete the “[Alternate Transportation Request Form](#)” from the [CISD Transportation webpage](#). Copies of the form will also be available in the school office. A form shall be completed for each one-way trip per student. The form will request the following information:
 - a. Student name, campus, grade.
 - b. Current bus number.
 - c. Date of bus use.
 - d. Reason for request.
 - e. Choose: Traveling to campus or from campus to selected stop.
 - f. Stop location and bus number - available at www.infofinderi.com (link on Transportation webpage).
 - g. Name of other bus-rider that the student may be travelling with, if applicable.
 - h. Name of person meeting the bus to receive student, if applicable.
 - i. Name and contact number of parent/guardian completing form.
 - j. Signature of approving parent/guardian.

2. For bus riders riding to school from an alternate location:

The student or parent/guardian shall provide the completed form **to the school office no later than 12:00 noon** on the day *before* the student is using the morning bus.

The office staff will process the request and keep a copy of the form on file. The following morning, the student will provide the original form to the bus driver upon boarding the bus. The driver will keep the form and transport the student to their campus.

3. For bus riders riding from school to an alternate location:

The student or parent/guardian shall provide the completed form **to the school office no later than 12:00 noon** on the day the student is using the afternoon bus.

The office staff will process the request and make arrangements accordingly for that campus/grade level. For younger students, the office will coordinate with the student’s end of day teacher to get them on the right bus when dismissed. For older students, the office will relay any additional instructions.

All students will need to provide the original form to the bus driver upon boarding the bus. The bus driver will verify the stop provided, keep the form, and transport the student to the requested bus stop.

Use of “One-Way Vouchers”

(for students who DO NOT have an annual or semester pass)

1. Parents may download and complete the “[Alternate Transportation Request Form](#)” from the [CISD Transportation webpage](#). Copies of the form will also be available in the school office. A form shall be completed for each one-way trip per student. The form will request the following information:
 - a. Student name, campus, grade.
 - b. Date of bus use.
 - c. Reason for request.
 - d. Choose: Traveling to campus or from campus to the selected stop.
 - e. Stop location and bus number - available at www.infofinderi.com (link on Transportation webpage).
 - f. Name of other bus rider that the student may be travelling with, if applicable.
 - g. Name of person meeting the bus to receive student, if applicable.
 - h. Name and contact phone number of parent/guardian completing form.
 - i. Signature of approving parent/guardian.

2. Parents shall purchase and affix a self-stick voucher to the form, as indicated. One-way Vouchers are available for purchase at the students’ school office or at the CISD Administration Center in strips of ten vouchers for \$50.00.

****Note: Sales of voucher strips are final and non-refundable. Voucher strips are only valid for the school year in which they are purchased. The voucher strips have the school year prominently printed and will expire at the end of the school year.****

New for 2017-18 Bus Riders: All Alternate Transportation Voucher purchases MUST have a parent/guardian signed ‘Bus Rider Contract’ turned in at the time of voucher purchase, listing each student enrolled at CISD. Vouchers will NOT be sold without a signed contract.

3. For students using the “One-way Voucher” to ride to school from an alternate location:

The student or parent/guardian shall provide the completed form with voucher affixed, **to the school office no later than 12:00 noon** on the day *before* the student is using the morning bus. The office staff will process the request and keep a copy of the form on file. The following morning, the student will provide the original completed form and affixed “one-way voucher” to the bus driver upon boarding the bus. The driver will keep the form and transport the student to their campus.

4. For students using the “One-way Voucher” to ride from school from an alternate location:

The student or parent/guardian shall provide the completed form with voucher affixed, **to the school office no later than 12:00 noon** on the day the student is using the afternoon bus.

The office staff will process the request and make arrangements accordingly for that campus/grade level. For younger students, the office will coordinate with the student’s end of day teacher to get them on the right bus when dismissed. For older students, the office will relay any additional instructions.

Questions?: Contact CISD Transportation Department at 817-949-8333.