

2022 – 2023 Alternate Transportation Procedures

- Students are assigned an AM and PM stop in our Transportation Information Management System (TIMS). Due to capacity issues and Bus Driver shortages we can only allow students to have one AM stop and one PM stop.
- If a PERMANENT change needs to be made, a Parent/Guardian must complete and submit the Parent Application for Alternate Transportation by **10:00 am Monday** (or the first school day of the week) in order for the change to be processed for the current week.
 - Incomplete forms will not be processed.**
 - Phone calls for Alternate Transportation stops will not be accepted.**
 - As Needed Transportation Forms will NOT be accepted/approved.**

Perquimans County Schools
Transportation Department
139 Jimmy Hunter Drive, PO Box 337
Hertford, NC 27944



For School Use Only:
Teacher: _____

Terry Sawyer, Transportation Director (252) 426-7515 Phone; (252) 426-7212 Fax

Parent Application for Alternate Transportation

I am requesting extra transportation for my child to ride to an alternate Perquimans County School's bus stop. I understand my request must meet the guidelines as described in Perquimans County School's Board of Education Policy 6321A.

Student/Parent Information
All requests must be submitted by 10:00 am Monday in order to be processed for the week

Student's Name: _____
School (check one): PCS HGS PCMS PCHS Grade: _____ Regular Bus Number: _____
Parent/Guardian Name: _____
Parent/Guardian Phone: _____ Parent/Guardian Emergency Phone: _____

Transportation Change Information

Address for Alternate/New Transportation: _____

***Note: At this time all changes are PERMANENT**

Alternate Transportation needed: Both AM & PM Date(s) Needed: _____
 AM Only Date(s) Needed: _____
 PM Only Date(s) Needed: _____

Person Responsible at Alternate Transportation Address: _____
Telephone Number: _____
Reason for Alternate Transportation request: _____

By my signature, I understand and agree to the conditions of approval for Alternate Transportation.

Parent/Guardian Signature: _____ Date: _____
Principal or Designee Signature: _____ Date: _____

The School will forward a copy of the Alternate Transportation Request form signed by Parent/Guardian and School Principal/Designee to the Transportation Department. Incomplete forms will not be processed and will be returned to the originating school. Once completed, a copy will be returned to the student's school.

ALTERNATE TRANSPORTATION WILL NOT BEGIN UNTIL APPROVED FORM IS RECEIVED FROM THE TRANSPORTATION DEPARTMENT.

For Transportation office use only:
 Approved Denied Date: _____ Bus Number Serving New Transportation Address: _____
Note: _____
Transportation Director/Designee: _____

- The Parent Application for Alternate Transportation may be obtained from your Child's School or from the Transportation Forms page of the Perquimans County Schools Web Site (www.pqschools.org).