

**BOWEN'S BUS SERVICE, INC.**

**2018-2019**

**Change of Address Form**

*Form must be filled out completely*

Student will be eligible to ride after parent/guardian is contacted (either by phone or postcard) with bus information.

**Return form to: Bowen's Bus Service, Inc.,**

**Mail: PO Box 43 McNaughton WI 54543**

**Email: school@bowensbusinc.com**

**Fax to: (715) 362-3997**

Student Name (1) _____	Grade _____	School _____
(2) _____	Grade _____	School _____
(3) _____	Grade _____	School _____
(4) _____	Grade _____	School _____
(5) _____	Grade _____	School _____

Busing to Begin \_\_\_\_\_ When: Pickup Drop-off Both

Old Address \_\_\_\_\_ Old Bus# \_\_\_\_\_

Primary Busing Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Township \_\_\_\_\_ Have Alternate on File? Yes No

**OTHER INFO/COMMENTS** \_\_\_\_\_

**DISTRICT BUSING POLICY - Bowens Bus Company (715) 362-3996**

The legal responsibility of the District in transporting students to/from school is limited to providing services to their legal residence. Student safety, winter weather conditions and transportation efficiency require that students be expected to walk less than two (2) miles to a bus stop. Therefore, the following walking distances have been established.

- A. Walking distance **outside** the City of Rhinelander to a safe bus stop will be:
  - 1. Secondary (6-12) students: up to three quarters (3/4) of a mile
  - 2. Elementary (4-5) students: up to one half (3/4) of a mile
  - 3. Elementary (1-3) students: up to one half (1/2) of a mile
  - 4. Kindergarten and 4K students are expected to walk the same distance elementary students walk (1/2 mile)  
Kindergarten and 4K students will need a responsible adult present at the bus stop
- B. Walking distance in the City of Rhinelander to school will be:
  - 1. Secondary (6-12) students – up to two (2) miles
  - 2. Elementary (4-5) students: up to two (2) miles
  - 3. Elementary (1-3) students: up to one (1) mile
  - 4. Kindergarten and 4K students : up to three quarters (3/4) mile  
Kindergarten and 4K students will need a responsible adult present at the bus stop
- C. A student not eligible for transportation may be transported if there is room on an existing bus route and the bus does not have to alter the bus route or incur any additional cost to the district.
- D. Bus routes will not be altered to accommodate an alternate transportation request.

**1<sup>st</sup> Phone:** \_\_\_\_\_ **2<sup>nd</sup> Phone:** \_\_\_\_\_ **3<sup>rd</sup> Phone:** \_\_\_\_\_

Please list phone numbers in the order you would like them called if we need to contact you.

**Parents Name** \_\_\_\_\_

**Parents Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent is responsible for transporting student until contacted by the bus company with busing information. This could take up to 2 weeks.

**Transportation Office Use Only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason (if denied) \_\_\_\_\_

Bus #: \_\_\_\_\_ Shuttle AM: \_\_\_\_\_ PM: \_\_\_\_\_ Stop Location \_\_\_\_\_ Pick-Up Time: \_\_\_\_\_ Drop off Time: \_\_\_\_\_

Added to route sheets \_\_\_\_\_ Notified Driver \_\_\_\_\_ Informed Parent \_\_\_\_\_ Informed School \_\_\_\_\_ Date \_\_\_\_\_