

**BOWEN BUS SERVICE**  
**Summer School Bus Request Form**  
**Valid for 2022 Summer School Only**

**Form must be filled out completely and returned by 5/10/22.**

The legal responsibility of the District in transporting students to/from school is limited to providing services to their legal residence.

The District policy, for considering requests by parents/guardians to have their student(s) transported to alternate locations, is as follows:

- All requests, including day care, must be made using the form below. Any changes to the pickup and/or drop off locations during the course of the summer school session require that you fill out an additional form. Once received by the bus service, requests may take up to **a week** to finalize. Please plan accordingly.
- One alternate location is allowed per child. Court order situations will be reviewed separately, and proof of the court order may need to accompany your request. Only one change during the scheduled summer school session will be allowed. The Superintendent or his designee may consider changes under unusual or emergency situations.

**Primary Home Address:** \_\_\_\_\_ **Requested start date** \_\_\_\_\_

Students' Name	Current Grade	Ride AM	Ride PM	BOTH

**Is busing needed from this address? Yes No      How often? Every Day Every Other Week Varies**

**Alternate Location Information:** Please complete this section only if your child will need to be picked up or dropped off at an address other than your home address.

**When:** AM PM Both    **Days:** M T W Th F    **How Often:** Every Day Every Other Week Varies

**Is home busing needed?** YES NO    **Other Info:** \_\_\_\_\_

**Alternate Location-Caregiver's Name:** \_\_\_\_\_

**Alternate Location-Caregiver's Address:** \_\_\_\_\_

**Alternate Location-Caregiver's Phone #:** \_\_\_\_\_

- Discontinue alternate transportation- Transport only to Primary Address  
 Discontinue previous alternate transportation- Transport to above Alternate Location

**Signature of Parent/Guardian** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Other information/comments:** \_\_\_\_\_

**Mail completed form to:** Bowen Bus Service, Inc. P.O. Box 43 McNaughton, WI 54543 (**or Fax #** - 715-362-3997)  
Bowen's Bus Service Inc. is Located at 1940 River St Rhinelander WI 54501 Phone: 715-362-3996

**Transportation Office Use Only**

Denied \_\_\_\_\_ Reason (if denied) \_\_\_\_\_ Date Notified \_\_\_\_\_ Start date \_\_\_\_\_

Bus # \_\_\_\_\_ Stop Location \_\_\_\_\_ Pickup time \_\_\_\_\_ Drop time \_\_\_\_\_

Alt Bus # \_\_\_\_\_ Stop Location \_\_\_\_\_ Pickup time \_\_\_\_\_ Drop time \_\_\_\_\_

Add to Route \_\_\_\_\_ Notified Driver \_\_\_\_\_ Informed Parent \_\_\_\_\_ Informed School \_\_\_\_\_