



Yellow Bus Changing Service Pupil Transportation Request  
2022-2023 School Year

CPS Access Pupil Transportation Services

Phone: 513-363-7433 (RIDE)

**Student's Information**

Student Name: \_\_\_\_\_ Parent or Guardian: \_\_\_\_\_  
Student ID: \_\_\_\_\_ School of Attendance: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Parents/Guardians are responsible for students' safety between homes and the bus stops.

\*\*\*When a family moves, it is critical that the family's new address be given to the child's School to ensure changes to bus service are updated. The CPS Access Pupil Transportation Office or Bus Vendors are unable to perform this task. \*\*\*

**Deviated Childcare Request** Requested Start Date: \_\_\_\_\_

**Please complete if your child attends a daycare provider before/after school.** Requests for Child Care stop locations for students with Special Needs (Curb-to-Curb Service) that require Transportation as a Related Service by their IEP may be approved at stops in addition to Board Approved Stops, if all other safety requirements are met. **The bus must have available seats for students to be added for this purpose. No additional bus routes will be added to serve the requested stop locations.**

\*\*\* **Stops requested must be within one-half mile from the current travel path of the bus.** \*\*\*

**\*\*A CHANGE IN STOP LOCATION WILL NOT BE PROCESSED MORE FREQUENTLY THAN ONCE PER QUARTER OR FOUR TIMES A SCHOOL YEAR. \*\***

Name of Day Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Day Care Provider: \_\_\_\_\_

**PLEASE SPECIFY BOTH AM AND PM SERVICE PREFERENCES:**

AM Pickup: No AM Service Needed \_\_\_\_\_ Closest Stop to Home \_\_\_\_\_ Closest Stop to Day Care Location \_\_\_\_\_

PM Drop-off: No PM Service Needed \_\_\_\_\_ Closest Stop to Home \_\_\_\_\_ Closest Stop to Day Care Location \_\_\_\_\_

**Alternative Stop Request** Requested Start Date: \_\_\_\_\_

Request for **board approved stop ONLY, that is within one-half mile** from the student's current stop and will not require student to cross a 4 lane roadway. **Board Approved** bus stops for this purpose will **not** be created. **Curb to Curb stops will not be honored unless the child qualifies for this service.**

AM/PM Stop Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Parents/Guardians will be notified of approval date either by the school or by the regular postcard notification process. Service cannot begin until such notification has been provided to the parent/guardian by the school or the CPS Access Pupil Transportation Office.

**Once the Transportation Department processes this route request, the information submitted on this form will roll over each year and remain on file.**

The policies and review procedures for each request type are available at all schools receiving CPS transportation service and on the CPS Web Page: <http://www.cps-k12.org/parents-students/transportation>.

Date: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

Email completed form to [cpstrans@cpsboe.k12.oh.us](mailto:cpstrans@cpsboe.k12.oh.us) or return to your child's school.