

Owen J. Roberts School District

901 Ridge Road, Pottstown, PA 19465-9314; Voice 610-469-5187; Fax 610-469-5870



Office of Transportation

Child-Care Transportation Services

The Owen J. Roberts School District has developed the following guidelines pertaining to child-care transportation arrangements. Elementary and Middle School students are eligible for child-care transportation services. The application for child-care transportation arrangements must be submitted yearly for review and approval.

It is preferred that child-care requests for the upcoming school year be submitted in the spring and summer but no later than the first Friday of August to be ready for the start of the school year. During the school year requests will be granted in the order in which they are received. Until the request has been reviewed (approval/disapproval), the parents are responsible for providing alternate transportation.

Please review the guidelines below regarding your request.

1. Requests must be within the attendance boundary for the school the child attends.
2. Requests must be made on an annual basis.
3. All changes must be requested by the parent/guardian through the Owen J. Roberts School District Transportation Department. Requests will not be honored from childcare providers.
4. Space availability determination will be based on the rated capacity of the bus.
5. All requests must be for established stops listed on the transportation schedule. Stops will not be added at Day Care Provider's Homes, unless they are a Licensed Day Care Facility; Example: Warwick Day Care
6. Bus and stop locations are only scheduled on a weekly basis; example: Monday through Friday. Individual days are not permitted.
7. Alternate transportation arrangements, for any reason, are the responsibility of the parents.
8. Upon approval, the child-care transportation arrangements will be the only authorized transportation arrangements.
9. The procedures for application are as follows:
 - a. Applications can be obtained from your school, Transportation Department, or OJRSD web-site. They are to be completed and returned to the Transportation Department.
 - b. Requests are reviewed and approved by the Transportation Coordinator.
 - c. The Transportation Department will notify the bus contractor of all approved child-care transportation arrangements.
 - d. All requests will remain on file in the Transportation Department.
 - e. Parents will be notified of the status of their request by the Transportation Department.

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CHILD-CARE TRANSPORTATION REQUEST MUST BE DONE ANNUALLY

Special Transportation arrangements can be made to provide transportation to and from a child-care provider, rather than the student's home. All requests must be for established stops listed on the transportation schedule. Stops will not be added at Day Care Provider's Homes, unless they are a Licensed Day Care Facility; Example: Warwick Day Care. Arrangements must be daily Monday through Friday. A child may be assigned a different bus for the morning pick-up and the afternoon return home. Such transportation will be granted on a space available basis as determined by the OJRSJ Transportation Department.

STUDENT INFORMATION

Student's Name: _____ Start Date: _____
Student's Address: _____
Student's School: _____ Grade: _____ Home phone: _____
Student's Current Busing: _____

CHILD-CARE PROVIDER'S INFORMATION

Name: _____
Address: _____
Phone Number: _____

REQUESTED FOR:

AM(ONLY) _____ **PM(ONLY)** _____ **AM&PM** _____

PARENT SIGNATURE _____ DATE: _____

(Must have authorizing signature) – understand and acknowledge that requests must be sent EACH YEAR for approval.

REMINDER – ARRANGEMENTS MUST BE DAILY MONDAY THROUGH FRIDAY AND SUBMITTED IN ADVANCE. IF A CHANGE IS NEEDED YOU MUST CONTACT THE TRANSPORTATION DEPARTMENT AT 610-469-5187.