



**TRANSPORTATION DEPARTMENT REQUEST
FOR TRANSPORTATION FROM
AND/OR TO A CHILDCARE PROVIDER**

April 2019

Dear Parents/Guardian:

The Berea Board of Education realizes that it may be necessary to provide an alternate transportation location for students that require childcare providers. This service must be practical, cost effective and meet the needs of both the parents and the school district.

Students safety is our number one priority, the possibility of an error occurring is not an option. In order to provide the best possible service that will also provide the safest transportation for your student with the least amount of confusion, the **Berea City Schools Transportation Department has decided to change our current transportation policy. The transportation policy will only allow for one (1) pick-up and one (1) drop-off location with no variable days for students in grades K – 8th.**

What this means is that **your student will only be allowed on one (1) route in the AM and one (1) route in the PM** (you can still have your student picked up at home on one route and dropped off at the daycare/babysitter on another route in the afternoon or vice versa). **Your student will be on that route for all five (5) days of the week. If you need transportation from or to a different location other than the one you have chosen on any other day of the week, you will be responsible for providing transportation on those days.**

Please understand that the Berea City School District has only our student's safety in mind when making these decisions.

Based on Transportation policy, transportation to and from a childcare provider will be provided based on the following criteria:

- 1) For service to start at the beginning of the school year, the completed form must be received by the Transportation Department **prior to July 31st**. Forms received after July 31st will not go into effect until **September 6, 2019**. Forms received after the start of school will take a minimum of ten (10) working days to go into effect.
- 2) The service must be for **five (5) days per week**. Service is for the entire school year or until permanently changed in writing. This will reduce the possibility of your child being taken to the wrong destination.
- 3) The location of the childcare provider to or from which the student is to be transported must be located in an area designated by the Board as eligible for bus transportation to the school of attendance. Should the Superintendent place a student at a building other than their home school of attendance, transportation will be provided to childcare providers to/from either the school of attendance or home school area.
- 4) The provisions of transportation for such students must not cause the district to incur any additional costs or require the establishment of new bus routes. Such transportation shall be provided only if there is sufficient space for pupils on the appropriate bus after space has been made available for all other students qualified for transportation.
- 5) All students must have a Childcare Provider Form on file prior to transportation service to begin.

Childcare Provider Forms are effective for the current school year only and must be completed on a yearly basis.

Childcare Provider Forms can be obtained at the Transportation Department, 235 Riveredge Parkway, between 8:00 a.m. - 3:30 p.m., Monday through Friday, on the Berea City Schools webpage at www.berea.k12.oh.us or via U. S. Mail at your request.

Completed forms are to be returned to the Berea City School District, Transportation Department, 235 Riveredge Parkway, Berea, Ohio 44017, by fax: 216-898-8567 or email: [bera_trans@bera.k12.oh.us](mailto:berea_trans@bera.k12.oh.us)

Should you have any questions regarding this matter, please contact the Transportation Department at 216-898-8301.

Thank you in advance for your cooperation.

Ms. Corrine Mollica
Transportation Supervisor
Berea City School District
235 Riveredge Parkway
Berea, Ohio 44017
216-898-8301

**BEREA CITY SCHOOL DISTRICT – TRANSPORTATION DEPARTMENT REQUEST
FOR TRANSPORTATION FROM AND/OR TO A CHILDCARE PROVIDER**

For Students Grades K-8th

A request for Childcare Provider Transportation Form for each child must be received **ten (10) days prior** to the requested change. Send all copies of the request to the Transportation Department, Berea City School District, 235 Riveredge Parkway, Berea, Ohio 44017.

For service to start at the beginning of the school year, the completed form must be received by the Transportation Department prior to July 31st. Forms received after July 31st will not go into effect until **September 6, 2019. Forms received after the start of school will take a minimum of ten (10) working days to go into effect.**

Date: _____ School: _____ Grade: _____
Student's Name: _____ Phone: _____
Residence Address: _____ City: _____

As the custodial parent, I am requesting that my child (listed above) be transported from and/or to locations other than school and my residence. I understand that the alternate locations will be the permanent address for pick up and drop off and be located on a regularly established bus route at the time of day that I am requesting service.

I hereby release the Berea City School District, its Board of Education, its officers and employees from any liability which may result from complying with my request for transportation of my child from and/or to a location other than school and my residence.

I acknowledge that once my child is transported from/to the designated pick up and/or drop off point, I assume full responsibility for the safety and welfare of my child. I will be certain that my child knows the destination each day and also knows the backup plan at each location in the event that my child finds no one available at the destination. It is suggested that your baby-sitter meet your child at the bus stop. Remember all students are to be at their assigned bus stops five (5) minutes before the scheduled arrival time. Students must be clearly instructed by their parents or guardians where they are to get on/off the bus. This may need to be a daily instruction. A note with the baby-sitter's address and phone number should be carried in your child's pocket in case it is necessary to contact the baby-sitter.

Signature (Parent/Guardian): _____

Print Name (Parent/Guardian): _____

Date: _____

TRANSPORTATION REQUESTED

MAXIMUM OF ONE (1) PICK-UP LOCATION & ONE (1) DROP OFF LOCATION

I would like transportation to begin _____
(Date)

PICK UP

1. Street Address: _____

City: _____ Phone: _____

Signature of Adult at this address:

Print signature of adult at this address:

DROP OFF

1. Street Address: _____

City: _____ Phone: _____

Signature of Adult at this address:

Print signature of adult at this address:

Please submit this form to the Transportation Department at:

Berea City School District Transportation Department
235 Riveredge Parkway
Berea, Ohio 44017

Fax: (216) 898-8567
Email: [bera_trans@bera.k12.oh.us](mailto:berea_trans@bera.k12.oh.us)

To be completed by Transportation Department:

Effective Date: _____