

TRANSPORTATION DEPARTMENT FORM

136 North Main Street • Naples, New York • 14512

(585) 374-7945

Dear NCS Parents and Guardians:

With student safety and wellbeing in mind, we have a standardized form to ensure we are accurately transporting your child to and from school each day. As the upcoming school year quickly approaches, please complete this form and return it to Joanne Schenk (Head Bus Driver) in person, by email (jschenk@naplescscsd.org), or by mail (136 N. Main Street, Naples, NY 14512) by August 31st if you have any changes from last year. If your child's transportation has not changed, you do not need to return this form.

If you have changes we ask that you call Joanne Schenk at 585-374-7945 because we will be processing a large number of forms in a relatively short period of time and planning our bus routes as efficiently as possible. We also ask parents to honor the August 31st date for submitting the written form so that we have your request on file. Please note that our district transportation procedures allow families one pickup location and one drop off location. In the event your family schedule changes a parent or guardian will be responsible to drop off/pick up their child at the designated location. In the rare case of this happening, you are also welcome to drop off/pick up at the school if it is more convenient. Due to our ongoing focus on student safety, we will no longer be able to take permanent transportation information over the phone or by a note sent in with your child. The only note that may be sent in is if you are picking up your child from the school. If you are new to the district or have permanent transportation changes:

- **A separate application is required for each student.**
- **A new application is required for any change that is made during the school year. (ex: You move to a new address, your daycare provider changes, etc.)**
- ***If there are no changes from the previous year, please save yourself some time - a new application is not needed!***

If you are new to the district and we do not receive an application from you, our buses will transport your child to and from his or her home address. In addition, while we spend a tremendous amount in the summer carefully planning our bus routes, we all know that the start of a school year can be a bit hectic for everyone! As we smooth out the timing of our routes, your child may arrive home a few minutes earlier or later than usual during the first few days of school. Thank you for your patience and understanding!

As always, thank you for your support, and for helping us ensure a safe and smooth start to the school year. If you have any questions about our process, please feel free to contact the number above with any questions. You can also email us at jschenk@naplescscsd.org or pelwell@naplescscsd.org. Please keep a copy of this letter for your records. Enjoy your summer vacation!

Pat Elwell - Transportation Supervisor
Kristina Saucke - Elementary School Principal
Nicole Green - High School Principal

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Please return by whatever means is easiest for you - email, mail or in person. Thank you so much!

Directions:

1. Daycare / Alternate site address must be located within the Naples Central School District.
 2. Complete an application for each child.
 3. If your permanent home / alternate location changes, a new application is required.
 4. A new application does not need to be filled out each year - only if you have changes!
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Student Information:

Child's first and last name: _____ Grade: _____

Pickup Location:

Address: _____ City: _____ Zip Code: _____

Parent / Guardian Responsible: _____ Phone: _____

Drop Off Location (Including Late Run):

Address: _____ City: _____ Zip Code: _____

Parent / Guardian Responsible: _____ Phone: _____

Please check here if either of the following apply:

My child walks/rides their bike to school I drop my child off and pick him/her up from school
