

Southwest Coaches, Inc.  
 1500 Travis Road  
 Marshall, Mn 56258  
 www.swcoaches.com

## Child Care Transportation Request Form

2023/2024 School Year

**Your Children's Safety Is Our #1 Priority!**

Office : 532-4043  
 Fax : 532-9398  
 swcmar@starpoint.net

**Transportation services to and from a child care site will be allowed under the following guidelines.**

1. The child care provider must live within the attendance area of the school.
2. The child must always be picked up or dropped at the same location.
3. Arrangements must be made through the bus company assigned to carry the child to and from school. Only written requests will be honored. These written requests will be kept on file with Southwest Coaches, Inc. and the School.
4. Any changes in the student's schedule after approval must be resubmitted to Southwest Coaches, Inc.  
**Changes may require three (3) working days to process.**
5. This form needs to be completed each school year for each student.

**The rules on the bus and the disciplinary procedures are as follows:**

1. Immediately follow directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassing, intimidating or horseplay.
7. Do not throw any objects.
8. No eating, drinking or use of tobacco/drugs.
9. Do not bring pets or animals of any kind.
10. Do not damage the school bus.
11. Do not bring any dangerous or sharp objects on the bus or weapons of any kind.

Parents are informed of their students' first transportation incident in written form and asked to discuss the safety importance with the student. The second report will result in one week removal of district transportation and the third for the remainder of the school year. This riding privilege includes field trips and extra-curricular activities, also. The exceptions to this policy are language or fighting. These will not be tolerated and the first incident will result in one week removal.

If you are requesting transportation to a child care site for your child and meet the qualifications above and have read the rules of the riding privilege, please **completely** fill in the information below. It is expected that the commitment for transportation to the day care provider will be for the school term.

**This section completed by Parent/Guardian:**

(Check all that apply)

Student Name: ..... Student is to be picked up at :  Day Care.  Home.

School: ..... Grade: ..... Student is to be dropped off at:  Day Care.  Home.

Parent(s): ..... Day Care Provider: .....

Address: ..... Address: .....

Home Phone: ..... Phone: .....

Work Phone: ..... Requested Begin Date: .....

Cell Phone: .....

**Parents E-mail addresses** .....

I do hereby agree to save the School District and Southwest Coaches, Inc. harmless for any damage resulting from its granting this request.

Signed: \_\_\_\_\_ Parent/Guardian Today's Date: \_\_\_\_\_

	Regular Bus	Alternative Bus
<b>Bus From Home</b>		
<b>Transfer Bus AM</b>		
<b>Bus To Home</b>		
<b>Transfer Bus PM</b>		
<b>Pick-up Address</b>		
<b>Drop-off Address</b>		
<b>Pick-Up Time</b>		

Please fill out and sign, then fax this form to Southwest Coaches at 507-532-9398 or e-mail it to [Jacob@swcoaches.com](mailto:Jacob@swcoaches.com)