



Millcreek Township School District

Transportation Department
3740 West 26th Street
Erie, PA 16506
(814) 835-5323 Telephone

Child Care Transportation Request
To be completed by Parent or Guardian

Version 17.1

Request form must be completed and submitted to the Millcreek Township School District Transportation Department at least five working days before requested transportation start date.

Please note that this transportation request does not guarantee approval and all transportation stops must be the same five (5) days a week.

Primary Household Information:

Today's Date: _____

Home Address: _____ Zip Code: _____

Work

Mobile

Phone: _____

Home Phone: _____

Parent/Guardian Name (printed): _____

Parent/Guardian _____

Signature: _____

Student Information: List each student within household requesting Child Care Transportation.

Student ID#: _____ Schedule: AM Only PM Only Both AM & PM

Last Name: _____ First Name: _____

School: _____ Grade: _____

Requested date for new transportation to begin: _____
Month/Date/Year

Student ID#: _____ Schedule: AM Only PM Only Both AM & PM

Last Name: _____ First Name: _____

School: _____ Grade: _____

Requested date for new transportation to begin: _____
Month/Date/Year

Student ID#: _____ Schedule: AM Only PM Only Both AM & PM

Last Name: _____ First Name: _____

School: _____ Grade: _____

Requested date for new transportation to begin: _____
Month/Date/Year

Child Care Contact Information:

Business Name (if applicable): _____

If not a childcare facility, please check one box below:

Friend/Family member

Home childcare provider

Other

Full Name of Primary Contact: _____

Location Address: _____ Zip Code: _____

Telephone: _____ Alternate Telephone: _____

MTSD Transportation Office Use Only

Date Received in Office: _____

Approved Route: _____ Stop: _____ Effective Date: _____

Not Approved due to: Not in School Boundary Space Not Available Other _____

Please submit completed form to the Millcreek Township School District Transportation Office at the address listed above.
The form may also be scanned and emailed to transportation@mtsd.org.

Child Care Transportation Request Guidelines:

1. A student's permanent residence shall be in the attendance area in which alternative childcare is located. Students will not be transported to an alternative childcare site/sitter in another public school attendance area. Students living in one attendance area shall not be permitted to attend a school in another attendance area.
2. Non-public students shall be eligible for transportation in the general attendance area in which they live. Non-public routes will not extend beyond current general attendance areas.
3. Requests for transportation to and from an alternative childcare site/sitter will be accepted in the District Transportation Office between January 1 and May 31 of each year for the following school year. Requests received after May 31 will be on a space available basis only. The Supervisor of Transportation shall determine space availability. All such requests must be made on the form provided by the District.
4. Students transported to an alternative childcare site/sitter may be picked up at one location and dropped off at another location on a regular daily basis in the child's attendance area.
5. When transportation service to the alternative childcare site/sitter are terminated at the request of the parent or guardian, transportation to a location other than the permanent residence will be reinstated only on a space available basis as determined by the Transportation Supervisor.
6. Should space be needed for new students residing in an area serviced by a bus transporting alternative childcare/sitter requests, space must be made available for the new residential students. Alternative childcare riders will be "bumped" starting with the last request submitted.
7. After May 31, established bus routes will not be changed to accommodate transportation to an alternate childcare/sitter site.
8. The Supervisor of Transportation reserves the right to deviate from these guidelines in the best interest of the District, balanced with the need of the students.