

West Milford Township
BOARD OF EDUCATION
TRANSPORTATION DEPARTMENT
51 HIGHLANDER DRIVE
West Milford, NJ 07480

Tammy Talmadge
Transportation Supervisor
Telephone: 973-697-0777
Fax: 973-208-8467

June, 2023

Dear Parent/Guardian:

SUBJECT: Transportation Request for Child Care for the 2023-2024 School Year.

In preparation for the 2023-2024 school year it is necessary to review any special transportation requests related to child care arrangements.

The district accepts requests for a change in stop to accommodate child care arrangements on an annual basis. The Transportation Department will base the decision to approve the request on the following criteria. Additionally, transportation will consider safety and the ability of the department to meet the request within established bus routes.

REQUESTS CANNOT BE APPROVED IF:

1. **The request requires a change of bus which would cause an overload situation.**
2. **The request is not for an every day arrangement. MUST BE 5 DAYS A WEEK.**
3. **The request would require transportation to a child care facility not serviced by the school.**
4. **The request involves a change of student's assigned school.**

To request a change of stop, you must complete a Daycare/Bus Stop Change Form and mail the form to the Transportation Department Office no later than July 15, 2023. Requests received after this date may not be reviewed and honored until the second week of school. The forms are available in the Transportation Office or your local school, or online @ wmtps.org.

Please contact the Transportation Office at (973) 697-0777, if you have any questions.

Thank you

Tammy Talmadge
Supervisor of Transportation

WEST MILFORD PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT
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**SPECIAL TRANSPORTATION DAY CARE/BUS STOP CHANGE FORM
2023-2024 School Year**

Please complete this form and return to the above address by July 15th

Student's Name _____ School _____ Grade _____

Home Address _____ Phone _____

Start Date _____ Alt. Phone _____

Requested AM Pickup Address _____

Requested PM Drop off Address _____

Reason: Babysitting _____ Day Care/SACC _____ Change of Bus Stop _____

The Board of Education is responsible for transporting children to and from their home according to its policy. Requests will not be honored if it requires transportation outside of the boundaries of the child's assigned school. Use this form to request a change in bus stop or for child care pick up and/or drop off.

Applications received after July 15th, will be considered only as space is available on the already established bus routes on a first come, first serve basis. If you elect to use non-domicile transportation, the same morning and/or afternoon locations must be utilized Monday through Friday. For example, you cannot request that your child be transported on Tuesdays and Thursdays only.

It is important to remember that any granting of transportation will be rescinded if the seat is needed to transport another student who would qualify by law to be served by that bus. Also, it is understood that the Board will not make any changes to established routes or stops to accommodate a non-domicile transportation request.

ALL TRANSPORTATION REQUESTS EXPIRE AT THE END OF THE SCHOOL YEAR. YOU MUST RE-APPLY FOR THE NEXT SCHOOL YEAR. FORMS ARE AVAILABLE ON OUR WEBSITE – WMTPS.ORG.

I understand the above policies of the Board and agree to be bound by them.

Signature of Parent/ Guardian _____ Date _____