

# 2018-2019



# myBus

## Alternate Pick-up and Drop-off Information



Pursuant to Hillsboro School District Policies and Procedures, transportation service may be granted to students to and from an alternative address other than their primary address. This courtesy service may be provided only if, in the sole judgment of the Hillsboro School District, no additional costs will be incurred and the following specific criteria are met:

- The alternative address is within the service area for the student's assigned school or program
- Service to the alternative address is to be provided on a fixed weekly schedule
- A seat is available on the bus route serving the alternative address
- A bus stop serving the alternative address already exists and is assigned to the bus route
- In addition to these criteria, transportation services may be provided to and from community partnership organization locations that are specifically approved by the District
- It is the parent's responsibility to notify the school when the change has been made.

Please complete this form if your student is to be picked up and/or dropped off at a location other than their home address on a **regular established schedule. All requests apply to the current school year only.**

Requests for multiple pick-up and drop-off locations that are not on a regular schedule cannot be accommodated. Students may not "choose" where to be picked up or dropped off. Requests for alternate week changes cannot be accommodated. Temporary changes (less than 1 month) must be in the form of a note to the school on the date of the requested change. Return this completed form to your school, or to the Transportation Center. If you have any questions, please call Transportation at 503.844.1123.

### CHANGES TO TRANSPORTATION MAY TAKE UP TO 5 DAYS TO COMPLETE.

### Get student bus route information online!

User Name = student ID

Use student birthdate (mmddyyyy) as password

myBus routes will be available after Aug. 22. Check for updated information after you submit this form.

Questions?  
Call 503.844.1123



mybus.hsd.k12.or.us/  
Login.aspx?j=vms

**Hillsboro School District  
Transportation Center**  
1220 SW Walnut Street  
Hillsboro, OR 97123  
Tel: 503.844.1123  
Fax: 503.844.1138  
or 503.844.1139

Check one:  This is a **new** request  This is a **change** from previous request  
 **Delete** previous request and use home address

Check if applicable:  This is a **special needs student** request

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name (please list all) First Name

Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Day \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_

ALTERNATE PICK-UP Address: \_\_\_\_\_ Days of Week to **PICK UP**  
(MUST have house # AND street name) (check all that apply)

Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

ALTERNATE DROP-OFF Address: \_\_\_\_\_ Days of Week to **DROP OFF**  
(MUST have house # AND street name) (check all that apply)

Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature Date Relationship to Student