

**AVAILABLE SEAT PETITION**  
**Cheshire Public Schools - School Year 20\_\_\_\_ / 20\_\_\_\_**

Per Transportation Policy 3541 Section 11

I/we request a change to transportation to and/or from a location other than the student's assigned bus stop.

☐ DAYCARE PROVIDER INCLUDING ONSITE YMCA LOCATIONS  
**PLEASE FOLLOW PAGE 2 GUIDELINES AND RETURN TO TRANSPORTATION BY JULY 1<sup>ST</sup>**

**The following reasons will not be reviewed until after September 15<sup>th</sup>, and on a first come first serve basis**

☐ DUAL CUSTODY (\*BOTH PARENTS MUST SIGN)    ☐ STUDENT'S WORKPLACE    ☐ ALTERNATE STOP / WALKER

**Please complete the form and return it to the Transportation Office**

Student's Name: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Name of school the student will attend: \_\_\_\_\_ Grade: \_\_\_\_\_

\*Parents'/Legal Guardians' Name, Address, Phone and E-mail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/we request an available seat to be effective as of\*\*: \_\_\_\_\_

Student must use the alternate location at least TWO SET DAYS per school week	Transport Student <u>TO</u> School from this location	Transport Student <u>FROM</u> School to this location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Name, address, and telephone number of Daycare Facility \_\_\_\_\_

\_\_\_\_\_

Specifically describe the facts, circumstances, and reasons supporting this request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete this form yearly and mail to  
Cheshire Public Schools Transportation, 157 Sandbank Road, Cheshire, Connecticut 06410; or fax to (203) 272-6880;  
or email to [cpstransportationoffice@cheshire.k12.ct.us](mailto:cpstransportationoffice@cheshire.k12.ct.us)

If you need assistance, please call the Transportation Department at (203) 272-2472.

Please see page 2 for available seat guidelines.

**FOR OFFICE USE ONLY**

Home Bus # \_\_\_\_\_ Alt. Bus No. \_\_\_\_\_ Date Received \_\_\_\_\_  
Home Bus Time \_\_\_\_\_ Alt. Bus Time \_\_\_\_\_ Effective Date \_\_\_\_\_  
Home Bus Stop \_\_\_\_\_ Alt. Bus Stop \_\_\_\_\_  
Date Petitioner Notified: \_\_\_\_\_ by ☐ Telephone ☐ Letter ☐ Email  
Action Taken : \_\_\_\_\_  
Date: \_\_\_\_\_ Petition sent to → Trans. Supr. → Dattco Mgr. → CPD → Public Works → Dir. Mgt. → Principal

By signing below, I state and acknowledge the following:

1. I cannot and the student cannot provide or arrange transportation to and/or from the alternate location.
2. The Cheshire Board of Education provides for the use of available seats as a privilege and in its sole discretion.
3. The student will be transported between home and school and between the alternate location and school, each week for the school year, in accordance with the set schedule I have provided in this petition. If I want to change the alternate location, I will file a new Available Seat Petition.
4. The student will be transported to and/or from the closest established bus stop, and no bus route will be altered to pick up or drop off the student. A student cannot be assigned to both a bus and daycare/YMCA at the same time. Approved Available Seat requests are a static, non-rotating schedule.
5. Students shall not be transported to after school activities, such as, but not limited to, scouts, dance classes, sports, etc.
6. Transportation will be provided only within the Town and within the student's school district boundaries.
7. In the event that available seats become assigned to students moving into the area or due to changes in bus assignments, the students permitted to use previously available seats shall relinquish them, as directed by the Superintendent or his designee.
8. Approval of the petition shall not be construed as approval by the Board or its agents of the student's point of origination and/or destination. It is the parent's – not the Board's nor its agents'- responsibility to investigate and select the student's day care provider, community program, or workplace at issue.
9. Decisions concerning available seats are appealable only to the Cheshire Board of Education.
10. If the petition seeks day care transportation for non-resident students, approval of the petition shall be conditioned upon pre-payment of the cost of the transportation to the Cheshire Board of Education.
11. The parent's available seat petition shall contain a set transportation schedule which clearly shows the days of the week and on which days transportation is to be provided to and/or from the home stop and to and/or from the alternate location. An accommodation petition cannot be used in conjunction with an available seat petition.
12. Transportation Policy 3541 is available in Cheshire Public Schools' offices and on our web page <http://www.cheshire.k12.ct.us/district-departments/transportation/policy-and-forms>. All other provisions of this Policy apply to this petition, and I agree to comply with them.

\*Signature(s) of Parents/Legal Guardians: \_\_\_\_\_ Date: \_\_\_\_\_

\*(Two signatures required for dual-custody) \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* A minimum of 72 hours from receipt of this petition is required to process the request.**