



DISTRICT OFFICE  
655 SOUTH COMMERCIAL AVENUE, SMITHVILLE, MO 64089  
P: (816) 532-0406  
F: (816) 532-4192  
[SmithvilleSchoolDistrict.net](http://SmithvilleSchoolDistrict.net)

Dear Smithville R-II Parent(s) and Guardian(s):

It is the mission of the Smithville R-II School District's transportation department to improve student achievement by providing safe, timely, and efficient transportation for all eligible students in accordance with federal, state, and local laws and ordinances and Board of Education policies and procedures.

For the current /upcoming school year, school bus routes shall again be based upon the permanent residence of each eligible student. Transportation services will only be provided from a student's permanent residence to school and from school back to the student's permanent residence. We believe this will assist in accomplishing our mission.

However, we do understand there are special circumstances when this may not be possible; therefore, we are providing parents and guardians with a means to request an "Alternate School Bus Route Assignment". For your convenience, we have attached the "alternate school bus route guidelines" and application for an alternate school bus route assignment. The same forms may be found on the district's web site under Parent Resources' tab.

Should you have any questions, please contact our office at (816) 532-0406 or contact our contracted transportation provider, Coulter Bus Service at (816) 532-0655.

Thank you

Robert Hedgecorth, Executive Director of Support Services

Smithville R-II School District  
Alternate School Bus Route Assignment Guidelines

School bus routes shall be based upon the permanent residences of eligible students. However, eligible students desiring transportation services within the Smithville R-II School District to and from a location other than their permanent residence may be permitted to receive such services on a space-available, first-come, first-served basis. This applies for day care provisions for elementary and middle school students and alternative custody arrangements. Parents or guardians must complete an application and submit it to the Smithville R-II School District Administrative Office in order to receive route change approval. Application request forms shall be made available at each K-12 school building or on the Smithville R-II School Districts website under the link to Transportation. Requests for the new school year should be made by July 1.

**Criteria for Approval**

1. Eligibility, based on a student's permanent residences, must be validated.
2. The alternate route (pick-up/drop-off) must be located in the Smithville R-II School District.
3. Bus stops and routes will not be altered to accommodate requests. Only existing stops on existing routes will be used.
4. Space availability on buses will be determined as follows:
  - a. Eligible students – by permanent address
  - b. Eligible students – by alternate route request (sorted by date and time request was received in transportation)
5. Should requests for services exceed the bus capacity, the alternate route assignment may be discontinued by reversing the priorities set forth above.
6. Morning and afternoon assignments must be consistent. Students are permitted to board assigned and/or alternate school buses only. Variations to the assigned schedule will require the parents to provide transportation.

**Notification**

Coulter Bus Service, transportation contractor for the Smithville R-II School District, will notify the parent by the phone number listed on the request as soon as possible following the submission. Requests before July 1 will be notified before school starts. After July 1, routes are finalized and determination cannot be made until ridership is established which will happen at least 2 weeks after school starts. Parents will be required to provide transportation until notified by Coulter Bus Service that their student has been routed on the alternative bus.

**Subsequent Years**

Parents are required to reapply for alternate routes for the next school year.

**Discontinuing Approval**

If the capacity of the bus is exceeded, the approval of the alternative route may be discontinued. If this is necessary, parents will be notified by Coulter Bus Service.

**SMITHVILLE R-II SCHOOL DISTRICT**  
**Application for Alternative School Bus Route Assignment**  
**Please Fax to 816-532-4192 or deliver to the District Administration Offices**  
**at 655 S. Commercial Ave. (ECSE/ Administrative Building)**

Application received on \_\_\_\_\_  
Transportation Office Use Only

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

Under the provisions of the Application for Alternate School Bus Route Assignment Procedure. I request assignment to an alternate school bus route or stop for:

Student \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
(Last) (First)

With the alternative route, will the child be riding A.M. or P.M. or both: Please check one:

AM \_\_\_\_\_ PM \_\_\_\_\_ Both AM & PM \_\_\_\_\_

**Alternate Address:**

\_\_\_\_\_  
(Street Number and Name) (City) (Phone contact at alternate address)

\_\_\_\_\_  
(Name of responsible person at above address)

Name of Parent/Guardian \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I request that bus service start on or about \_\_\_\_\_ if this application is approved. I have read and understand the guidelines and provisions for Alternate School Bus Route Assignment that was included with this application form.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

(Transportation Office Use Only)

Student Assigned A.M. Route \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_  
P.M. Route \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Parent and Driver Notified \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Contacted, Date Notified, Dispatcher Initials)