



LEXINGTON CITY SCHOOLS TRANSPORTATION DEPARTMENT

Alternate Address Assignment Change FAQ's

Q: Is the Transportation Department discontinuing service to afterschool programs and daycares?

A: No. We are simply asking parents to choose a single point of pick up every morning and a single point of drop off every afternoon.

Q: Does that "single point of pick up/drop off" have to be the same in the morning as the afternoon?

A: No. The pick-up and drop off locations do not have to be the same. For example: A student can be picked up at the home address in the morning and dropped off at a daycare facility in the afternoon.

Q: Can a student be picked up at their home in the morning and dropped off at an afterschool program/daycare for part of the week and their home address for the rest of the week?

A: No. This is where the change comes into play: Students may not have multiple pick up locations in the morning or multiple drop off locations in the afternoon. If a student is assigned to bus transportation, they must have a fixed morning pick up location and a fixed afternoon drop off location.

Q: Once a decision has been made regarding the fixed pick up/drop off location, can that be changed at a later date?

A: Yes. If circumstances change for families such as a change of home address, a new Transportation Request/Change Form can be completed and submitted to the Transportation Department. Please keep in mind that we cannot accommodate excessive changes such as weekly or monthly employment schedules changes.

Q: Why has this change been made?

A: This change in accommodation has been made for the safety of our bus riding students. By simplifying our routing processes, we can better ensure that every student is picked up and dropped off safely at the correct location.



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Q: What about situations where parents share custody and a student is required to have multiple pick up and/or drop off locations?

A: Situations involving joint custody mandated by the courts are not affected by this change. As long as parents can demonstrate that this arrangement is mandated, an accommodation will be made.

Q: What if a parent/guardian has a medical emergency that requires a student to be transported to an alternate address?

A: As long as a parent/guardian can demonstrate a valid, temporary need for an accommodation, the Transportation Director will examine the circumstances and a decision will be made on a case by case basis.

Q: Can the Transportation Department accommodate situations where a parent/guardian gives a note to a student to bring to school requesting that student be allowed to board a bus other than their assigned bus to be dropped off at an alternate address?

A: No. All requests/changes to bus transportation must be submitted through the electronic form to the Transportation Department. Bus drivers will not accept any students on the bus that do not have the required "Transportation Assignment Form" demonstrating a change.

Q: What phone calls need to be routed to the Transportation Department regarding this change?

A: Families that have concerns regarding this change should be referred to the Transportation Director. If families have questions that are not expressly addressed in this FAQ, they also can be referred to the Transportation Director. Calls concerning making changes to student transportation should be addressed at the school via the Transportation Request/Change Form as well as any other questions that are addressed in this FAQ.

Q: When does this change take effect?

A: The change will be in effect beginning November 1, 2023. Affected families will have until then to make a final decision about their student's fixed pick-up/drop off location and submit a Transportation Request/Change Form. Families that fail to complete this change before the November 1 deadline, risk having their student dropped from their bus assignments.