

## 2019-2020 HARDSHIP WAIVER GUIDELINES

It is the mission of the Republic R-III School District Transportation Department to provide safe, dependable, and efficient transportation to the students of the district. We take that charge very seriously and are continuously searching for best practices to meet this objective. In addition to the safe transport of our students, it is of the utmost importance that we are continuously aware of the location of each student while they are in our care.

We realize with the busy schedules of parents/guardians of our students, there are circumstances that arise on occasion that make the pick-up and drop-off of a student at a home location difficult. We also understand there may be students who have parents/guardians living in separate households.

Parents/guardians who need to request bus transportation that is different from the normal scheduled morning pick-up and afternoon drop-off may apply for a variance by completing a Hardship Waiver request form. Due to safety concerns, there are very limited circumstances in which a Hardship Waiver may be considered. The following guidelines have been established to ensure that we maintain the strictest accountability of each student while they are under our care. It is our desire to assist parents/guardians with the logistical needs for bus transportation of their student; however, we must strictly adhere to the guidelines to ensure the safety for all of the students that we transport on a daily basis.

### **Reasons To Request A Hardship Waiver**

1. A student may need to be placed on one bus in the morning and a different bus in the afternoon. For example, a morning pick-up is at the student's home and the afternoon drop-off is at the residence of a babysitter. This will ONLY be approved if both addresses are in the same school boundary. A request may be made for ONLY one location stop for the morning and ONLY one location stop for the afternoon.
2. When the students have parents which live in separate households, a request may be made for ONLY one location stop for the morning and ONLY one location stop for the afternoon. This has to be the same morning stop and the same afternoon stop all year. Unfortunately, we are not able to accommodate a student being picked up or dropped off one day and/or week at one location then another day and/or week at a different location. This will ONLY be approved if both addresses are in the same school boundary.

### **Hardship Waiver Process**

1. Hardship Waivers may be obtained from the Transportation Department located at 700 N. Boston Lane, Republic, MO or printed directly from Republic R-III School District website ([www.republicschools.org](http://www.republicschools.org)) under the Transportation page.
2. Hardship Waivers must be returned to the Transportation Department in person, by fax 417-732-3689, or by emailing [Barbara.Kessen@republicschools.org](mailto:Barbara.Kessen@republicschools.org).
3. The Transportation Department will notify the parent/guardian of the approval or disapproval of the waiver. Please allow 48 hours for the staff to review the waiver before making a follow up inquiry. Please understand that at peak times like around the beginning of school, it may take a little longer to process. Your patience is appreciated.
4. The request must be signed by the parents/guardian and all persons signing must be listed in our SISK12 system. In addition, alternate addresses need to be documented in the SISK12 system. To update information in the SISK12 system, parents/guardians should contact the student's school building. The Transportation Department does not update SISK12 data.
5. Hardship Waivers can only be approved if there is available seating capacity on a bus for the alternate address that is requested.
6. Approved requests will be effective for the current school year. The request will not carryover to the following school year. A new request must be done each year and approved before a student can be transported to an alternate address.