

# REQUEST FOR SPECIAL TRANSPORTATION BY SCHOOL BUS

## INSTRUCTIONS

This form must be completed and submitted to the Area Bus Supervisor **by the School Administrator** at least twenty-four (24) hours in advance of the date requested.

-PRINT CLEARLY-

REQUESTING SCHOOL \_\_\_\_\_ LOCATION CODE \_\_\_\_\_

Name of Person to be Transported \_\_\_\_\_  
 Parent/Guardian  
 Student  
 Volunteer

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number ( ) - \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Regularly Transported Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

TO BE PICKED UP AT \_\_\_\_\_ STOP  
 School  Home  Intersection Time : \_\_\_\_\_ a.m.  
p.m.

TO BE RETURNED TO \_\_\_\_\_ STOP  
 School  Home  Intersection Time : \_\_\_\_\_ a.m.  
p.m.

ROUTE NO. \_\_\_\_\_ TRIP NO. \_\_\_\_\_ ABS \_\_\_\_\_

ABS Telephone ( ) - \_\_\_\_\_

## POLICY FOR SPECIAL TRANSPORTATION

- The approval of this request is contingent upon the availability of unassigned seat space on the bus.
- It is understood that the bus will adhere to established routes, stops and schedules.
- All passengers are subject to the driver's authority. It is the driver's responsibility to maintain order on the bus.
- The return trip by school bus will follow the regular schedule.
- A completed copy of this form is to be used as a temporary bus pass and must be presented to the bus driver by the passenger upon boarding the bus.
- A student transported for inter-home visitations may return on the school bus the following school day and should retain the copy of this request as his/her bus pass.

*I verify that the person named on this request is a student or is a parent/guardian of a student who attends this school, and that this request is in the best interest of the student and District.*

\_\_\_\_\_  
Signature of Parent, Guardian, or Volunteer / / 20  
Date

\_\_\_\_\_  
Principal's Name Approved by Principal / Signature / / 20  
Date

EFFECTIVE from / / 20 through / / 20

### DISTRIBUTION

- Original Area Bus Supervisor (ABS)
- Copy School
- Copy Passenger