

**Parent/Guardian Request for Space Available Travel  
On Board Provided Transportation**

PLEASE NOTE that this form may be utilized by parents or guardians to request transportation on a school bus, other than the bus the student(s) would travel on, to and from their normal place of residence, or a request being made to load or off-load at a location other than the stop scheduled for the student(s) normal residence.

This request may be approved providing the following criteria is met:

- space is available on the bus (students who are transferring to a bus they would not normally travel on);
- the parent or guardian acknowledges that the student(s) will load or off-load at a scheduled school bus stop **only** (which may, or may not be the student(s) originating, or destination address;
- this form is validated by the school; and
- the parent or guardian acknowledges their responsibility for the student(s) before they have loaded or after they have off-loaded at the scheduled school bus stop.

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_

request approval for this/these student(s) to travel on Bus # \_\_\_\_\_,

to/from: (School) \_\_\_\_\_ on: (Date)\_\_\_\_\_.

I understand that travel will be on a space available basis and that if the travel is approved, the student(s) will load or off-load at (Address)\_\_\_\_\_.

I understand that the student(s) are my responsibility prior to loading and after they leave the School Bus at the loading or off-loading school bus stop.

**If space is not available on the bus on the day of travel, I understand that I will be required to provide transportation for the student(s).**

I, \_\_\_\_\_ (parent/guardian/responsible person originating or point of destination) may be contacted at (Phone #)\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) \_\_\_\_\_ (Date)

School Validation