

Public Schools Branch

OUT-OF-ZONE SCHOOL BUS TRANSPORTATION REQUEST

Where school bus routes have been established and there is available space on a bus, students who are not eligible for school bus transportation based on zoning, may apply for special permission to ride the bus.

Application Process:

1. Parent/Guardian must have written approval from Student Services to attend/continue attending the school they are requesting busing for
2. Parent/Guardian must fill in this request form and submit to school principal or designate at school of attendance
3. School principal or designate must receive and support the request and submit to Transportation Services
4. Transportation Services will review request and provide copy back to parent and school with approval or denial of bus service
5. If school bus transportation is approved, Transportation Services will contact the bus driver with student information

Please Consider:

- Students receiving approval must access the bus at an existing bus stop location. **No bus route deviation or extra expense will be authorized.**
- Permission to ride the bus may be withdrawn at ANY time if the seat is required by an eligible rider or bus routes are realigned
- Requests will not be considered between Aug 15- Sept 15 each school year due to the high volume of requests received
- Requests can take up to two weeks to be reviewed by Transportation Services (**ONE CHILD PER FORM**)

Parent/Guardian Name: _____ Phone # _____

Student's Full Name: _____ Grade _____ School _____

Civic Address Busing Requested From/To: _____

Mailing Address: _____

Email Address: _____

Does your child attend French Immersion : Yes No

Comments: _____

If known please provide the following information otherwise bussing will be based on the closest available stop to the address provided

AM Bus #: _____ Stop Location: _____

PM Bus #: _____ Stop Location: _____

I have read and understand Public Schools Branch policy and fully recognize that my child is not eligible for Public Schools Branch supplied transportation to school and, as a result, I wish to apply for special permission for them to access the nearest bus stop which serves the school zone they have been approved to attend. Further, I fully recognize that this approval may not be granted and accept responsibility for transporting my child to and from school if that is the case.

I understand and acknowledge that if special transportation is granted for my child I am responsible, on a daily basis, for getting my child to the assigned, closest existing stop on the closest bus route which has space available and I further understand that the bus route will not be rerouted for my child.

I understand that due to changes in student demographics which affect the number of students riding the bus, approval to ride the bus may be revoked at any time.

Parent/Guardian Signature

Principal Signature (Required)

Date

BRANCH USE ONLY

Approval has been granted to start the following school bus transportation on: _____ (date)

Bussing Details: _____

AM: _____

PM: _____

Approval for school bus transportation has been denied

Reason No available space on bus

Available bus route is under review

Transportation Coordinator Signature

Date