



**ST. TAMMANY PARISH SCHOOL BOARD**  
**321 N. THEARD STREET**  
**COVINGTON, LOUISIANA 70433**  
**Phone (985) 898-3254 Fax: (985) 898-3205**

**Bus Driver  
 Transfer Request**

Prior to submitting this Transfer Request Form, route information must be confirmed with the Transportation Department. If you are offered this route, you must accept or decline at the time of the call from Human Resources.

Consideration is requested for a transfer:

**From:** \_\_\_\_\_  
 (Route #)

**To:** \_\_\_\_\_  
 (Route #)

This form must be submitted to the Human Resources Department by 4:30 p.m. on or before the day of each deadline as outlined in the timeline provided in the Transfer Fair packet. A transfer form must be completed for each route of interest. Forms may be faxed to 898-3205 or scanned in an e-mail to [ashley.courville@stpsb.org](mailto:ashley.courville@stpsb.org). Late forms will not be considered.

\_\_\_\_\_  
 Employee's Name (PRINTED)

\_\_\_\_\_  
 Employee Identification Number

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee's Telephone Number

**For Office Use Only**

\_\_\_\_\_  
 Director of Human Resources

\_\_\_\_\_  
 Date

Copy- Human Resources Department

Copy- Employee