Richland 2 Transportation

TRANSLOAD REQUEST

Transloads are students transported from one school to another for the convenience of the parent/guardian or for students to participate in a before or after school program and is limited to space available.

NOTICE: Transloads will not begin until after the 21st day of school.

Procedure:

Parent Guardian must complete middle portion and return this request form to the school for forwarding to the Transportation Office.

Student must be eligible for transportation to/from school (residence must be outside a 1-½ mile radius of the school) or be enrolled in an after school program or extracurricular activity conducted at a school different than the student's academic school.

Transloads are available only on existing routes, no additional buses or routes will be created to accommodate transloads.

Pick-up and drop-off times will be determined by the Transportation Office and will be based on overall routing requirements.

Request is for every day (Monday-Friday). It is the responsibility of the student(s) to make their way to the appropriate classroom, once they arrive at the school.

School of choice students are NOT eligible for this service unless involved in an extracurricular activity.

To be completed by Parent/guardian. **Please Print**

Student's Name_____Age_____Grade_____

Last, First MI

Student's address_____phone_____

Request transload from _____ to_____

school school

in the ☐ Morning ☐ Afternoon. Effective date_____

If Parent/Guardian is a Richland Two employee, write in the school where employed _____

Parent/Guardian signature _____ day time phone_____

Parent/Guardian name _____

COMPLETED BY THE TRANSPORTATION OFFICE

Request is ☐ approved ☐ disapproved for a ☐ Morning ☐ Afternoon transload

Student's name_____

Student will be transported from_____ to_____

school school

by Bus#_____ contingent on space availability

Supervisor Signature_____ Supervisor Name_____ Date_____