

FINDLAY CITY SCHOOLS
GRADES 6 – 12 BUS SERVICE SPECIAL REQUEST FORM
2024-2025

Complete this form for students in grades 6-12 for the following purposes:

- To request bus service for a student residing in the designated walk area of their assigned school.
- To request bus service for a student to accommodate a sitter situation in a designated bus area.
- To request a change in an eligible rider's current bus stop assignment to another already established bus stop.

Requests will be processed and approved based on the following criteria:

1. Students must ride the same bus each morning and board from one designated bus stop.
Students must ride the same bus each afternoon and depart the bus at one designated bus stop.
The morning bus and afternoon bus assignment may be different; but both assignments must remain consistent every day.
2. Requests will be processed in the order received. New stops will not be created. Available seating space and previous access history will be reviewed.
3. Student's behavior must not become a distraction or safety concern for the bus driver. Service will be revoked if concerns develop.
4. Shared parenting arrangements will be recognized per court orders and accommodated when possible.
5. Requested service must conform to the transportation rules established by the State of Ohio.
6. Approved requests are valid for one school year only. Parents who want to participate again the following school year must complete and submit a new form prior to the annual **June 30th deadline**. Please note that priority is given to eligible riders without transportation services from their home neighborhood during the first few months of each school year. As a result, the grade 6-12 request forms may not get processed until October.

SCAN & RETURN FORM TO: transportationadmins@fcs.org

Today's Date _____ Requested Start Date _____

Student's Name _____ School _____

Home Address _____ Grade: (Circle One) 6 7 8 9 10 11 12

Parent/Guardian Name _____ Email _____

Home phone _____ Work _____ Cell _____

Student is currently an eligible bus rider: No Yes Student rides bus # _____ Bus stop _____

Morning Service requested from home neighborhood or sitter neighborhood Stop requested: _____

Afternoon Service requested to home neighborhood or sitter neighborhood Stop requested: _____

Parent's signature _____

Complete this section only if student needs to be assigned to a stop from a sitter residence in a designated bus area:

Sitter name _____ Home phone _____ Cell phone _____

Address _____ Sitter's signature _____

THE SECTION BELOW WILL BE COMPLETED BY THE TRANSPORTATION OFFICE

Access could not be approved. Reason _____

Access confirmed **For safety reasons, bus service cannot begin before the designated start date below:**

Bus Service Begins: _____

Student Assigned to A.M. Bus # _____ Assigned Bus Stop _____

Student Assigned to P.M. Bus # _____ Assigned Bus Stop _____

Transportation Director's/Designee's Signature _____ Date _____

Copy on file in office Copy to bus driver & route book updated Principal copy emailed Parent copy emailed