



Discretionary Transportation Application

RETURN COMPLETED FORM TO

Durham School Services, Transportation Department
1601 Black Hawk Street, Waterloo, IA 50702 ♦ 319.291.4879
transportation@waterlooschools.org



Students residing closer than the distance listed under the state guidelines may apply to ride a school bus via the Discretionary application

- **Voluntary Transfers:** Students on a Voluntary Transfer or those attending a school outside of their residential boundary are **ineligible**. These applications will be automatically denied.
- **Approval Timeline:** Applications **will not** be reviewed for at least the first month of school to ensure state-mandated riders are accommodated first.
 - **Notification:** Individual approval notifications are **NOT** sent.
 - Parents must check their parent portal in Infinite Campus under the “**Transportation**” tab
 - **Starting October 1st** email inquiry can be sent to the District Transportation office at transportation@waterlooschools.org **if route is not visible in Parent Portal.**
- **Existing Stops Only:** Service is only provided on existing routes at established **corner stops**. No new routes or stops will be created to accommodate discretionary requests. House stops **will not** be used for discretionary riders.
- **Surrendering Seats:** Priority for bus transportation is given to students who meet state eligibility guidelines. If a bus reaches capacity, discretionary riders may be required to surrender their seats to accommodate eligible students. Additionally, stops or routes that are no longer required by students meeting state criteria may result in discretionary riders surrendering their seat.

Please complete this form and submit to Durham School Services, 1601 Black Hawk Street, Waterloo, IA 50702, your student's school, or email the form to transportation@waterlooschools.org

Please review the district transportation handbook on the WCSD website www.waterlooschools.org for more guidelines.

Today's Date: _____

PARENT/GUARDIAN NAME: _____

PHONE: (Home) _____ (Work or Cell) _____

EMAIL: _____

ADDRESS: _____

STUDENT NAME: _____ GRADE: _____

SCHOOL OF ATTENDANCE (transport to/from school) _____

STUDENT NAME: _____ GRADE: _____

SCHOOL OF ATTENDANCE (transport to/from school) _____

STUDENT NAME: _____ GRADE: _____

SCHOOL OF ATTENDANCE (transport to/from school) _____

☐ To School ☐ From School ☐ BOTH

Transportation Department Use ONLY

Date Received: _____

Request Denied (Reason) _____ Staff Initials _____

Request Approved ☐ A.M. Route # _____ A.M. Stop _____ A.M. Time _____

Request Approved ☐ P.M. Route # _____ P.M. Stop _____ P.M. Time _____

Date to Begin Transportation _____

Date to Stop Transportation _____

Date Parent Notified _____