



TRANSPORTATION ACCOMMODATION REQUEST - 2016-2017

Please return the completed form to your child's school

For any information, please contact the Transportation Department at 819 684-2336 ext: 1131

Student's Last Name:		First Name:	
2016-2017 School:		Grade level:	

STUDENT'S PRIMARY ADDRESS: walker cross-boundary student

Applicant's name: _____ Telephone: _____

Address: _____ Email: _____

A.M. P.M.

*Bus accommodation requests for walkers will be processed once all eligible students are assigned to a bus (mid-September)

STUDENT'S COMPLEMENTARY ADDRESS: shared custody babysitter temporary change

Applicant's name: _____ Email: _____ Telephone: _____

Shared custody complementary address: _____ A.M. P.M.

Babysitter's address: _____ A.M. P.M.

Temporary address: _____ A.M. P.M.

TRANSPORTATION ACCOMMODATION FEES

NON ELIGIBLE STUDENTS (Walkers or cross-boundary students)	COMPLIMENTARY ADDRESS (Shared custody or babysitter)	TEMPORARY TRANSPORT CHANGES (Parents/guardians out of town for short period)
1 child	\$90.00	\$25.00
2 children	\$135.00	\$50.00
3 children+	\$150.00	\$75.00

I hereby confirm that I have read the information on both sides of the form and understand the procedures, conditions and costs related to my Transportation Accommodation Request.

Applicant's Name (please print): _____ Signature: _____

Date: _____

FOR OFFICE USE:

Date Received: _____ Information updated in GPI: Approved Denied

Invoice processed Payment received Comment: _____

PROCEDURES & CONDITIONS

PROCEDURES:

1. Parent/guardian must complete and sign the “Transportation Accommodation Request” and return it to their child school.
2. Once the completed form has been received, the information will be updated in the child’s file and the form will be forwarded to the Transportation Department. It is possible that some requests will not be granted due to a lack of available seats.
3. Bus accommodation requests for walkers will only be processed once all the eligible students have been assigned to a bus (mid-September).

CONDITIONS:

Transportation services may be granted for a student who is not eligible for transportation or if transportation is required to a complimentary address. This service is subject to the following criteria:

- A minimum of two (2) spaces will always be kept available for students eligible for transportation within the present policy.
- The bus route will not be modified or extended to accommodate a request.
- Bus stop will not be added to accommodate a request.
- All requests are only valid for the current school year.
- Transportation service will be granted based on availability.
- Requests will be evaluated and processed within reasonable time which could take up to 5 days during busy periods.
- An invoice will be issued and sent to the parent(s)/guardian(s) once transportation is granted.
- If the payment is not received within 30 days of receiving the invoice, the transportation service will be revoked.
- Previous year transportation fees must be paid before a new request is granted (if applicable).