



BELLEVUE PUBLIC SCHOOLS

REQUEST FOR DISTRICT TRANSPORTATION

(This form is used for option enrollment and students transferring within the district)

Parent/Guardian must complete this form prior to the start of each school year.

Select one: ☐ **Option** (transportation from outside BPS boundaries) ☐ **Transfer** (transportation from within BPS boundaries)

Requesting Transportation To: _____ Requested Start Date: _____

Attendance Area (Home School): _____

Student Name: _____ Parent/Guardian Phone #: _____

Student Address: _____ Zip Code: _____

Student Grade: _____ Student ID: _____

Desired Location for Pick-up (if known): _____

AM _____ PM _____ Both _____

Signature of Parent/Guardian **Date**

Enrollment Center **Date**

☐ RTA ☐ OPT ☐ Fam2

Action: ☐ Approved ☐ Denied ☐ Cannot be accommodated at this time

Justification: _____

Signature of Director of Transportation **Date**

Stop Location: _____ Start Date: _____

Bus #: _____ Route #: _____ Pick-up Time: _____

Arrangements confirmed with parents: ☐ Yes ☐ No Accepted: ☐ Yes ☐ No

ROUTING

Parent/Guardian
↓
Enrollment Center
↓
Transportation
↓
Parent/Guardian

TRANSPORTATION REQUEST PROCEDURES

Approval to attend a school as an option or transfer student does not automatically guarantee transportation will be provided. This form must be completed and approved by the Transportation Director before the student can ride the bus.

All requests start at the Enrollment Center.

After the parent/guardian signs, the form is forwarded to Enrollment Center and then to the Director of Transportation for action.

Once the form is received at the Transportation Department, it will be worked in the order received. After all mandatory transportation requirements are met, each request will be evaluated for location and seat availability. The following procedures will be followed by the Transportation Department:

1. If the request is *Approved*, the parent/guardian and the school will be notified by the Transportation Department with the bus stop information provided.
2. If the request is *Denied*, the parent/guardian will be notified by the Transportation Department and justification for denial will be provided.
3. When an available route cannot be assigned due to the bus(es) being full, the form will be annotated *Cannot be Accommodated at This Time*. Periodically, the Transportation Department will re-evaluate these requests to see if a seat is available.

Parent/Guardian must complete this form prior to the start of each school year.