BELLEVUE PUBLIC SCHOOLS

REQUEST FOR DISTRICT TRANSPORTATION
(This form is used for option enrollment and students transferring within the district)

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: ___________________________________________________________________________________________________

Student Address: _________________________________________________________________________________________________

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
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. Regardless of whether the request is Approved, Denied or Cannot be Accommodated at This Time, the form will be sent to the school of attendance for parent/guardian notification. The following procedures will be followed by the Transportation Department:

1. If the request is Approved, the form will be returned to the school with the bus stop information provided.

2. If the request is Denied, the form will be returned to the school of attendance 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 to the school of attendance. Periodically, the Transportation Department will re-evaluate these requests to see if a seat is available.

Schools will notify the Transportation Department if arrangements are denied by parents.

In all cases, the school is responsible for making notification to the parent/guardian.