



## Transportation Services

395 S. Pratt Parkway, Longmont, CO 80501  
303.682.7256 – Fax 303.682.7344

### SPECIAL REQUEST TRANSPORTATION APPLICATION

Date: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ A.M. P.M. Both  
(Start date) (End date)

#### REASON FOR SPECIAL REQUEST TRANSPORTATION:

\_\_\_\_ Student is eligible to ride this bus route. Requesting pick up or drop off at different stop on this route.

\_\_\_\_ Requesting transportation services for a student considered ineligible in accordance with Board of Education Policy EEAA.

\_\_\_\_ Short-term ridership. Reason: \_\_\_\_\_

\_\_\_\_ School Administrator request. Per: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
STUDENT LAST NAME FIRST NAME SCHOOL & GRADE

\_\_\_\_\_  
ADDRESS CITY ZIP CODE

\_\_\_\_\_  
PARENT/GUARDIAN NAME HOME PHONE WORK/CELL PHONE

\_\_\_\_\_  
STOP LOCATION DESIRED BUS #

- **Application requests are evaluated by Transportation Services on a first-come-first serve basis.**
- **Application requests will not be considered until after the third full week of school and may take up to two (2) weeks to process.**
- **Incomplete information (i.e. stop location, bus number, etc.) will result in a delay in processing request.**

Transportation will only be provided under the following conditions:

1. The student can access an existing bus stop in a safe manner as defined by Transportation staff.
2. There is continued space on the bus. This is defined by the actual number of students eligible and scheduled to ride on that particular run.
3. If the bus route or run changes, the stop is eliminated, the number of eligible students increases on a route and the bus is now considered by our office to be at capacity, your riding privilege will be revoked.
4. No new runs or stops will be created to make accommodations for choice or space available requests.
5. You may only access the bus at the stop and on the run identified on this form. Any changes will require a new form to be filled out and submitted to Transportation Services. This request may take up to two weeks to process.
6. If the student's behavior should merit a written warning or suspension, create a safety problem or liability exposure, riding privilege may be revoked.
7. A new application **must** be completed and approved every school year.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE