



STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 STUDENT TRANSPORTATION SERVICES BRANCH

**REQUEST FOR STUDENT TO RIDE SCHOOL BUS
 ON A SPACE AVAILABLE BASIS**

INSTRUCTIONS:

- Parent** - Complete this form and return it to school
- School** - Insert recommendation and submit form to District Transportation Officer
- STSB** - Approve or disapprove request; forward copy to school; create/edit SBT account

PARENT USE:

Name of Parent/Guardian: _____ Phone: _____

Residential Address: _____

Name of Student: _____ School: _____ Age: _____

Request to ride the school bus on a space available basis because: *(Check applicable section)*

- Student resides less than the minimum qualifying distance from school
(elementary school < 1 mile; middle/high school < 1.5 miles)
- Student is enrolled on a Geographic Exception
- Student desires transportation to/from location other than residence: *(Must fill in both lines)*

Location of morning pick-up: _____

Location of afternoon drop off: _____

- Other

Reason(s) why your request should be granted: *(Attach note for further explanation, if necessary)*

Duration of your request: *(Not longer than current school year)*

Starting date: _____ Ending date: _____

I understand that approval of this request is predicated on the availability of space and that there is no additional cost to the Department. I acknowledge that this service may be terminated by the Department at any time. I also acknowledge that the Department has a firm no refund policy on all bus pass purchases.

Signature of Parent/Guardian **Date**

SCHOOL RECOMMENDATION OR COMMENT:

Signature of Principal **Date**

STS USE:

- Approved
- Disapproved

Comment: _____

Signature of District Transportation Officer **Date**