



**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: **Wheeler MS** 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)*

**\* Suspended route**

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: \_\_\_\_\_

**\* Suspended route** \* Student will need to get to/from the nearest assigned stop.

**\* No additional stops will be created**

\_\_\_\_\_  
Signature of District Transportation Officer

\_\_\_\_\_  
Date