



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 * Suspended route * Student will need to get to/from the nearest assigned stop.
 Disapproved * No additional stops will be created

Comment: _____

Signature of District Transportation Officer

Date