

SPACE AVAILABILITY REQUEST
(To be completed by parent or guardian)

Please Print

DATE OF REQUEST: _____ SCHOOL YEAR: _____

REASON FOR *SPACE AVAILABILITY* REQUEST: _____

STUDENT INFORMATION

LAST NAME: _____ FIRST NAME: _____

GRADE: _____ HOME ADDRESS: _____

CITY: _____ CELL PHONE: _____

HOME PHONE: _____ WORK PHONE: _____

PARENT/GUARDIAN NAME: _____

SCHOOL ATTENDING: _____

STOP LOCATION DESIRED IF KNOWN: _____

ALTERNATE ADDRESS IF APPLICABLE (daycare, friends, Shared custody): _____

Bus stops and Bus stop information can be viewed at

www.adams12.org See “Bus Route Finder”

Please read and sign the reverse form - Space Availability Conditions

SPACE AVAILABILITY CONDITIONS

- Space Availability requests may take up to six weeks or longer to process. Please do not call transportation to check the status of your application as this could hold up the process. You will be notified when your application is approved or denied.
- Please make other arrangements for your student's transportation to and from school until you receive notification from the Transportation Department on your application.
- If your student is approved a bus pass will be issued by the Transportation Department.

Transportation will be provided for the following conditions:

1. The student can access the bus stop in a safe manner.
2. There is continued space on the bus. This is defined by the actual number of students eligible and scheduled to ride that particular run.
3. You understand if the bus run changes or the stop is eliminated, your pass will be revoked and deemed invalid.
4. You understand no new route or bus stop will be created to meet this request.
5. You may only access the bus at the stop and on the run identified at the time the agreement is approved. Any changes will require submitting a new application subject to the terms and conditions of this agreement.
6. Failure to abide by the bus safety rules and regulations will result in the suspension of your riding privileges.
7. **A new application must be completed and approved every school year.**

Parent/Guardian Signature: _____

Date: _____