



Yellow Bus Requesting Service for Pupil Transportation 2018-2019 School Year

Office of Transportation Services

Phone: 513-363-0330 • Fax: 513-363-0325

Student's Information

Student Name: _____ Parent or Guardian: _____

Student ID: _____ School of Attendance: _____

Home Address: _____ Phone No: _____

Name of Day Care Provider (if applicable): _____ Phone: _____

Address of Day Care Provider: _____

Parents/Guardians are responsible for students' safety between homes and the bus stops.

*****When a family moves, it is critical that the family's new address be given to the child's School to ensure changes to bus service are updated. The Pupil Transportation Branch or Bus Carriers are unable to perform this task.*****

Space Available Request Requested Start Date: _____

Students ineligible for school bus service may request service on existing routes with an active bus stop for their school of attendance. Bus stops will be assigned up to ½ mile from students address.

PLEASE SPECIFY BOTH AM AND PM SERVICE

AM Pickup: No AM Service Needed _____ Closest Stop to Home _____ Closest Stop to Day Care Location _____

PM Drop-off: No PM Service Needed _____ Closest Stop to Home _____ Closest Stop to Day Care Location _____

Service is not guaranteed and deemed temporary as long as there are seats available on the bus and ends with each school year. New stops will not be added and approval will be revoked, with little notice, if seats are required for eligible students. Service cannot begin until routes have stabilized each fall.

Request for Reinstatement of Service Requested Start Date: _____

Please specify which service you would like to have restored if your child has lost service due to lack of regular use. Service will be restored if the student continues to meet the eligibility standards.

AM Pickup: No AM Service Needed _____ Closest Stop to Home _____ Closest Stop to Day Care Location _____

PM Drop-off: No PM Service Needed _____ Closest Stop to Home _____ Closest Stop to Day Care Location _____

Parents/Guardians will be notified of approval date either by the school or by the regular postcard notification process. Service cannot begin until such notification has been provided to the parent/guardian by the school or the Pupil Transportation Dept.

The policies and review procedures for each request type are available at all schools receiving CPS transportation service and on the CPS Web Page: <http://www.cps-k12.org/parents-students/transportation>.

Email completed form to transform@cps-k12.org or Fax to 513-363-0325 or return to your child's school.

Date: _____ Signature of Parent or Guardian: _____