

REQUEST FOR SCHOOL BUS TRANSPORTATION 2010-2011 SCHOOL YEAR

GUILFORD COUNTY SCHOOLS TRANSPORTATION DEPARTMENT

School bus transportation is provided to students who meet the criteria as stipulated in Public School Laws of North Carolina, Department of Public Instruction Administrative Code, and Guilford County Schools Board of Education policy. Please carefully read over the information in the **last paragraph** and then complete all of the information called for on this form, sign it, date it and submit it directly to the Assistant Director of Transportation, Guilford County Schools Transportation Department, 131 Franklin Boulevard, Greensboro, NC 27401 or fax to 370-8930. Your school principal will provide you with a copy of the “**Statement of Guidelines for Transportation Services**” upon request.

IF THIS IS A REQUEST FOR ADDRESS CHANGE ONLY PLACE AN “X” IN THIS BLOCK.
ONLY ONE FORM IS ALLOWED PER SCHOOL BUT PLEASE LIST ALL AFFECTED STUDENTS.

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Student(s) Information (Please Print Legibly)

Submit a separate form for each school.

_____	_____	_____	Grade _____	DOB _____
<small>Last Name</small>	<small>First Name</small>	<small>Middle Name</small>		
_____	_____	_____	Grade _____	DOB _____
<small>Last Name</small>	<small>First Name</small>	<small>Middle Name</small>		
_____	_____	_____	Grade _____	DOB _____
<small>Last Name</small>	<small>First Name</small>	<small>Middle Name</small>		

HOME PHONE _____ WORK PHONE _____

HOME ADDRESS _____
Street Address City Zip Code

ATTENDING _____ (2010-11 School Assignment) LAST SCHOOL ATTENDED _____

PARENT/GUARDIAN (Print full name) _____

TRANSPORTATION TO SCHOOL IS REQUESTED FROM:

ADDRESS _____
(If this is a child care facility, include the name, address and telephone number of the facility)

TRANSPORTATION FROM SCHOOL IS REQUESTED TO:

ADDRESS _____
(If this is a child care facility, include the name, address and telephone number of the facility)

By my signature below, I make application for transportation services as outlined above and in the accompanying guidelines. I attest that the home address listed above is the true residence of the student(s) named above. I understand that acceptance of this application by the Guilford County Schools Transportation Department does not guarantee any service outside the guidelines stated in the “**Statement of Guidelines for Transportation Services**”. I understand that I/we are obligated to file a new application if we change any of the above addresses. I also understand the rules for **safe** bus riding and accept the responsibility to ensure my child(ren) understand and abide by those rules.

Signature of Parent/Guardian

Date

**Statement of Guidelines for Transportation Services
2010-2011**

ELIGIBILITY FOR SCHOOL BUS TRANSPORTATION SERVICES. To qualify for school bus support, the actual residence of the student must be within the attendance zone of the school and outside of the “non-transport” zone as specified in North Carolina General Statute 115C-246 (b):

“Unless road or other conditions make it inadvisable, public school buses shall be routed on state- maintained highways, municipal streets, or other streets with publicly dedicated right-of-way. The local board of education shall not be responsible for damage to the roadway. Each public school bus shall be routed so that the bus passes within one mile of the residence of each pupil assigned to that bus. A pupil who lives **one and one half-miles or more** from the school to which the pupil is assigned shall be eligible for school bus transportation.”

OUT OF DISTRICT TRANSPORTATION REQUESTS: School bus transportation is not normally provided to a student who resides outside the attendance zone of a school. This transportation is the responsibility of the student’s parent or guardian. However, transportation services *may* be provided, on a space available basis, if the student’s application to attend an out-of-district school has been approved by the Director of Student Assignments and the parent(s) makes written application for transportation. *Space available* transportation is approved by the Assistant Director of Transportation. The primary criterion for the Assistant Director’s approval is the availability of seat space for the student to ride the bus and not violate Title 16, North Carolina Administrative Code, Subchapter 6B, paragraph .0002 (b). If approved, the Assistant Director will designate the bus stop where the student should board/deboard on an existing bus route supporting the out-of-district school. This space available school bus transportation is subject to cancellation with five days notice for either a route change or, lack of seating space. In either case, the Assistant Director will attempt to locate another space-available bus stop for the student and notify the parent(s) of the bus stop change or, of non-availability of school bus transportation.

GUIDELINES FOR BUS STOP PLACEMENT: School bus stop placements are governed by NC State Board of Education Policy as stated in TITLE 16, NORTH CAROLINA ADMINISTRATIVE CODE, ELEMENTARY AND SECONDARY EDUCATION, NORTH CAROLINA STATE BOARD OF EDUCATION, SUBCHAPTER 6B - STUDENT TRANSPORTATION SYSTEM which states in part:

“.0004 (b)A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3 or special education pupils.”

“.0004 (c) Unless safety factors require otherwise, superintendents may not plan bus stops closer together than 0.2 miles. Each student must be at the designated stop at the time of the bus’s arrival.”

GUIDELINES FOR CHILD CARE STOPS: Transportation to/from child care locations is governed by the Guilford County Schools Child Care Center Pick-up/Drop-off Procedures Statement dated August 18, 2003. A copy of that policy may be obtained from your school office or from the Administrative Assistant in the Transportation Department by calling 370-8920. Most school offices maintain a list of current child care locations which receive school bus support to/from that school. The addition of a new child care location to a bus route is limited to those child care facilities which meet the criteria stated in the August 18, 2003 Procedures letter and must be requested, in writing, to the GCS Director of Transportation. School bus transportation to/from a child care location which requires the student to change buses is subject to the school principal's approval and, available bus seat space. This space available school bus transportation is subject to cancellation with three days notice if bus routes change or students who are entitled to ride the bus fill the bus to capacity. In case cancellation of space available transportation to/from a child care center is necessary, the last student added will be the first student canceled.

STOP PLACEMENT: Requests for multiple stop placements, depending upon the day of the week or other considerations, cannot be accommodated.

PROCESSING TIME: Except for the beginning of the school year, the Transportation Department will process your transportation request within five days of receipt.