

INSTRUCTIONS FOR SPECIAL TRANSPORTATION FORM

___ Circle request number (i.e. 1, 2, 3, or 4)

___ Complete name, school, exceptionality, parents name, address, telephone numbers
emergency contact and numbers

❖ ___ AM pickup - Check if bus will pick up from parent address listed above at regular
time for bus. If not, list address where child will be picked up from what time they
will need to arrive at school--such as 10:00 am, with grandmother's address.

❖ ___ PM pickup – **This is the time the student will be picked up by a bus from
school and carried home.** Check if bus will pick up from school and carry
student back to address listed above. If not, list address where child will be
carried and different time -- such as 1:00 pm, with a different address listed.

___ Bus Number – Bus Garage will complete this line

___ Special Conditions: Please be sure this information is completed

___ All forms must be signed by appropriate teacher.

❖ **AM and PM must be completed either with an X or N/A.**