

APPENDIX I 4

SAMPLE TRANSPORTATION FORMS

San Antonio Transportation Brochure ¹



San Antonio Independent School District

1103 Austin Street • San Antonio, Texas 78208-1156
Telephone (210) 223-9792 • Fax (210) 271-7204

Transportation Department

Supplemental Transportation Request

| | | |
|------------------|---|------------------------------|
| Date of Request: | McKinney-Vento <input type="checkbox"/> Spec. Ed. <input type="checkbox"/> | LPS <input type="checkbox"/> |
|------------------|---|------------------------------|

Student Information:

| | | |
|--------------------------------|---------------------------|--------------|
| Student Name: | Grade: | SSN/ID: |
| Facility (if applicable) | | |
| Facility Contact Person | | |
| Address (location for pick-up) | | Rm. / Apt. # |
| Parent/Guardian | Parent/Guardian Contact # | |
| 2 nd Contact # | 3 rd Contact # | |

Destination School Information:

| | |
|--|------------------|
| School Name | School District: |
| School Address | |
| Campus Contact Name / Phone | |
| Campus Bell Schedule | AM PM |
| Breakfast Time: (if SoO is in another LEA) | |
| Earliest Time a Student can be Dropped @ School with Supervision | |
| Special Accommodations | |

Worker (please print) / Date

Authorized SAISD Staff

Date Faxed to Transportation

Request faxed to / date:

| | | | |
|--|-------------------------------------|---|--|
| Alamo Heights <input type="checkbox"/> | Harlandale <input type="checkbox"/> | Northside <input type="checkbox"/> | South San Antonio <input type="checkbox"/> |
| East Central <input type="checkbox"/> | Judson <input type="checkbox"/> | San Antonio <input type="checkbox"/> | Southside <input type="checkbox"/> |
| Edgewood <input type="checkbox"/> | North East <input type="checkbox"/> | Schertz, Cibolo, Universal City <input checked="" type="checkbox"/> | Southwest <input type="checkbox"/> |

Other: (identify) _____

¹ San Antonio Independent School District, Transitions Program. (n.d.). *Transportation*. Retrieved August 25, 2006 from the NCHC website: http://www.serve.org/nche/downloads/saisd_transportation.pdf

Spokane Transportation Agreement ²



HEART

All transportation requests are faxed downtown to Transportation where routes and mode of transportation will be determined. We will notify you with pick up and drop off times as well as mode when that information is available.

Your transportation will be one of the following:

School Bus

- * Student should be outside at least five minutes early waiting for the bus
- * Proper school bus behavior is expected.

Taxi

- * You **must call 353-7675** by 7:45am if your student is ill or not needing the taxi (the answering machine is on 24/7).
- * The student should be outside waiting for the cab five minutes early
- * If you have questions, call the HEART number: **353-7675** – NOT Spokane Cab
- * A Parent/Guardian must be home to meet the student when he/she is dropped off.
- * Too many infractions could result in the loss of taxi service.
- * Students must wear seat belts.

In Lieu Of

- * Can only be used when other methods of transportation are not available.
- * Checks are issued once each month – to be picked up at the HEART office; you will be called.
- * District 81 will measure mileage and check attendance -- you will receive no pay for days the student is tardy or absent.
- * Mileage, when approved, will begin on the day “in lieu of” form is signed – it will not be retroactive.

STA Pass/Tokens

- * Bus passes are left at the end of each month in the school office – the student will be notified.
- * Adult pass expectations are that the parent/guardian will accompany the student(s) to and from school.
- * Lost bus passes will NOT be replaced – the student will be placed on the “two token a day” program.
- * Loss of second buss pass will result in the “two token a day” program for the remainder of the school year.
- * Lack of attendance will result in the loss of bus pass.

I understand and agree with the information provided.

Parent/Guardian/Unaccompanied Youth Signature

Date

Children: _____

¹² Spokane Public Schools. (n.d.). *Spokane Public Schools transportation agreement*. Retrieved August 25, 2006, from the NCHC website: http://www.serve.org/nche/downloads/spokane_transp.pdf

² Spokane Public Schools. (n.d.). *Spokane Public Schools transportation agreement*. Retrieved August 25, 2006 from the NCHC website: http://www.serve.org/nche/downloads/spokane_transp.pdf