

# TRANSPORTATION DEPARTMENT SPACE AVAILABLE REQUEST FORM



(Please Print)

STUDENT'S NAME \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

PHONE NUMBER (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

Requesting Space Available transportation for: AM only \_\_\_\_ PM only \_\_\_\_ AM & PM \_\_\_\_

I understand that under the current Board of Education policy, my child/children do not meet the eligibility requirements for transportation services, however I am requesting that if there is space available on the bus route closest to my residence, that my child/children are transported to/from their school of attendance via school transportation.

**I understand, that if this request is approved, my child/children will be assigned to an existing bus stop on an existing route, and that a bus will not be rerouted nor a stop added for my child/children.**

I understand that this request is valid for the current school year only.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

Return completed and signed form to:

Westlake City Schools  
Transportation Department  
1097 Bassett Road  
Westlake, OH 44145

Space available request forms will be reviewed after September 15<sup>th</sup>, in the order in which they were received.

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FOR DEPARTMENT USE ONLY

Date Received \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Bus Number & Stop Location: AM \_\_\_\_\_

PM \_\_\_\_\_

Driver(s) Notified \_\_\_\_\_ Parent(s) Notified \_\_\_\_\_ School Notified \_\_\_\_\_

Transportation Director's Signature/Initials \_\_\_\_\_