



## NON-ELIGIBLE Rider Transportation Application

**Transportation is provided to *eligible* students in accordance with Governing Board Policy EEA.**

- ❖ Any student, who would like to ride but are not eligible for that particular bus on their own, may **request** transportation through the Non-Eligible Rider Transportation Program. Approval is subject to attached procedures, including but not limited to availability of seats on the bus.
- ❖ For the safety of all bus riders, the good conduct of students riding District provided transportation is expected and required. Misbehavior will result in loss of ridership. The school principal has the authority to suspend transportation privileges at any time.

School Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Student requesting transportation: \_\_\_\_\_ Matric No \_\_\_\_\_ Grade \_\_\_\_\_

Eligible Sibling (If Applicable) Must be same School of Attendance and same Pick-Up/Drop-Off Location

Eligible Sibling Name: \_\_\_\_\_ Matric No \_\_\_\_\_ Grade: \_\_\_\_\_

Request for AM Transportation:

Address: \_\_\_\_\_  Home  Alternate

Request for PM Transportation:

Address: \_\_\_\_\_  Home  Alternate

Parent/Guardian Phone Number Where a Message Can be Left: \_\_\_\_\_

**I understand that this Application for the Non-Eligible Rider Transportation Program does not guarantee my child a seat, as space is limited. Pre-school students will be required to have a Harness and Lap Belt. Final approval will be granted by the Department of Transportation. If, at any time space becomes unavailable, or the Rider disobeys the rules and regulations, ridership will be cancelled. Application is for the current school year only.**

\_\_\_\_\_  
Parent / Guardian name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Return this form to your School Office Staff.  
Please allow at least 10 business days for processing.  
School Office Staff please scan and email to [transport@tusd1.org](mailto:transport@tusd1.org).  
Notification of outcome will be provided via a phone call to the requestor.**

**TO BE COMPLETED BY TRANSPORTATION**

Date Received \_\_\_\_\_ Sibling \_\_Yes \_\_No Grade\_\_\_\_\_ Walking Distance\_\_\_\_\_

Approved\_\_ Denied\_\_ Initials \_\_\_\_\_ Date/Time Phone call to requestor: \_\_\_\_\_ Initials \_\_\_\_\_

# TUCSON UNIFIED SCHOOL DISTRICT

## APPLICATION FOR NON-ELIGIBLE STUDENTS PROCEDURE

### 1.0 SCOPE

1.1 This outlines the procedure to complete an application for students to ride a bus who are presently not eligible for school transportation under the Governing Board transportation policy EEA, if approved, under limited and specific conditions, starting no earlier than September 1<sup>st</sup> of each school year.

### 2.0 APPROVAL AUTHORITY

2.1 Transportation Director

### 3.0 APPLICATION

3.1 TRN-

3.1.1 Requestor submits to school

3.1.2 School submits scanned copy to Transportation ([transport@tusd1.org](mailto:transport@tusd1.org))

3.1.3 Application must be submitted each year to request Non-Eligible ridership

### 4.0 PROCEDURE

4.1 Non-eligible students may be transported on a school bus within a school area where transportation is in effect, provided:

4.1.1 Seating space is available on a regularly scheduled bus.

4.1.2 The bus shall not deviate from the existing prescribed route.

4.1.3 No additional bus routes or stops will be created.

4.1.4 There will be no adverse result of adding the additional student to the bus (timing, cost, etc.).

4.2 The Transportation Office will not accept any application prior to the date that the bus schedules and routes are published.

4.3 Applications received by September 1<sup>st</sup> of each year will be considered using the following criteria in priority order:

4.3.1 Sibling Rider

4.3.2 Age of the student (with priority given to younger children).

4.3.3 Walking distance.

4.3.4 Date received (first come, first served).

4.5 Applications received after September 1<sup>st</sup> of each year will be considered on a first come, first served basis until the bus is full.

### 5.0 APPROVAL/DENIAL

5.1 For those requests which can be accommodated, the Transportation Office will contact the parent/guardian by phone providing the route information.

5.2 This approval will be valid until the end of that school year, unless there are no longer seats available. In situations where seats are no longer available, every effort will be made to give advance notice of cancellation of this privilege.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 Application for Non-Eligible Resident Students Regarding Bus Transportation-TRN-

### 7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition
Application for Non-Eligible Resident Students (TRN-P005)	Transportation Department files during school year; then to storage	One (1) year in Transportation Department; moved to storage for three (3) years.	Shredded after retention period.