

COMPLIMENTARY TRANSPORTATION REQUEST (CTR) 2016-2017

****Please check appropriate box as needed****

- Long-Term Complimentary Transportation Request. *Requires prior transportation approval.*** Email to...
 - **Hopeful Rippy** (Millersville, Portland, Westmoreland, White House Schools)
 - hopeful.rippy@sumnerschools.org
 - **Laura McMurray** (Gallatin, Hendersonville, Station Camp, Beech Schools)
 - laura.mcmurray@sumnerschools.org
- One Time/One Day Bus Stop Location Change**
(Does not require prior transportation approval-just principals/designee signature)
- New Student for Bus Route as Noted Below**
(Does not require prior transportation approval-just principals/designee signature)
- New Address for Current Bus Rider**
(Does not require prior transportation approval-just principals/designee signature)
- Employee's Child or Intramural Sports: School to School**
(Does not require prior transportation approval-just principals signature)

Beginning Date:

Day:

AM

PM

Address for Transportation:

Student Name:

Parent Phone:

Bus Number:

School:

Grade:

Legal Home Address:

Signature of School Principal or Designee

Transportation Use ONLY

Approved

Denied

Signature of Transportation Department Official

Sumner County Schools Transportation Policies and Procedures

Per School Board Policy JBCCA: Bus transportation shall not be available for an out-of-zone student. Transportation for an out-of-zone student is the sole responsibility of the parent/guardian.

Each student eligible for transportation service shall be assigned to an official morning and afternoon school bus stop location as determined by the Transportation Department. This official bus stop location shall be clearly communicated to the student and parents by the school bus driver. After the official school bus stop has been assigned and the student clearly understands the exact location of the bus stop, the student may not enter or exit the bus at a different location without the above stop change request signed by the school official. The student will board and de-board the bus on the school campus at a location determined by the school principal or designee. Except in an emergency, as determined by the bus driver, exceptions to this policy will not be allowed. Request forms not containing the Sumner County Schools watermark will not be accepted by the school bus driver.