



File EO-E

**PORTAGE LA PRAIRIE SCHOOL DIVISION**

**SPECIAL TRANSPORTATION REQUEST**

*To be completed by the School Principal and forwarded to the Superintendent of Schools prior to commencement of transportation. Approval is given to the end of the school year. Request is to be submitted annually.*

Student's name \_\_\_\_\_ School \_\_\_\_\_

Residence address (pick-up) \_\_\_\_\_

Parent(s) Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Special transportation requirements or hardship request for city students outside of 1.6km fundable limit \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Principal's Signature

**TO BE COMPLETED BY THE SUPERINTENDENT'S DEPARTMENT**

Transportation request: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Comment \_\_\_\_\_

Date \_\_\_\_\_

Superintendent's Department

**TO BE COMPLETED BY THE TRANSPORTATION SUPERVISOR**

Bus no. \_\_\_\_\_ Effective Date \_\_\_\_\_

Pick-Up Time \_\_\_\_\_ Drop Off Time \_\_\_\_\_

Parent Contacted \_\_\_\_\_

Miscellaneous \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Supervisor of Operations

Copies: Principal \_\_\_\_\_ Bus Driver \_\_\_\_\_ Superintendent/Asst. Superintendent \_\_\_\_\_ HR \_\_\_\_\_