

PORTAGE LA PRAIRIE SCHOOL DIVISION
Section E: Operations (Property And Transportation)



EO-E

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 _____

OT-03-90/01