
STUDENT TRANSPORTATION REQUEST PROCEDURE (TRS- P006)
DCSS – Transportation Services

1.0 SCOPE:

- 1.1 This procedure applies when transportation is needed for students.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 N/A

5.0 PROCEDURE:

- 5.1 In order for the Dougherty County School System to provide safe, efficient and orderly transportation, parents/guardians will request transportation for their child/children annually. Students with no transportation requested by their parent/guardian will not be assigned a bus until a request is received.
- 5.2 Requests for bus transportation will be honored only if the student is eligible for transportation as determined by criteria established by the Georgia Department of Education Transportation and the Dougherty County School System. Alternate stops will only be considered if it meets the established criteria. We will not honor requests for transportation that will vary day to day or week to week.
- 5.2.1 Only one pickup and delivery location per student.
- 5.2.2 Zoned students will only be delivered to an alternate stop within their zone.
- 5.2.3 Mobility students will only be delivered to their verified new home address on file at the school.
- 5.2.4 Magnet students will be classified as “Parent Pickup” or “Bus Rider”. Transportation will only be honored if transportation is requested as a Bus Rider.
- 5.2.5 No business pickup or delivery
- 5.3 Request for or a change in transportation will become effective within approximately three (3) school days, which will give adequate time for the student/parent and the driver to be notified.
- 5.4 Principals may approve temporary changes for emergencies such as family illness, parent out of town, or other extenuating circumstances, two days in advance on the Emergency Student Transportation Request Form filled out in its

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entirety. Chronic requests will be monitored and consequences for violators will result in revocation of riding privileges for the student. Telephone requests will not be honored.

- 5.5 All requests will be submitted to the school and signed by a parent/guardian. The school will provide a copy to the parent/guardian and fax a copy to the Transportation Department for approval and routing. Notes signed by parents requesting transportation changes will not be accepted by the school or drivers.
- 5.6 For safety reasons students will only be permitted to ride the bus to which they are assigned and to get on and off the bus only at the stop to which they are assigned.
- 5.7 Student bus stops revert back to the home address at the end of each school year, therefore, Requests for Transportation will be required annually prior to each school year.
- 5.8 We understand that these procedures may cause some inconveniences to the parents, but knowing who is on the buses at all times and the safety of the students is paramount.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 TRS-F026 - Student Transportation Request Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Student Transportation Request Form	Hard copy in the Transportation Department	One year in process, 2 additional years (minimum) in box storage	Not necessary	Discard or shred, as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10-Sep-09	A	Initial Release
08-Feb-10	B	Added sections 5.2.1 thru 5.2.5. Added info in section 5.4.

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