

TRANSPORTATION REQUEST FORM SUBMITTAL PROCESS

- All Transportation changes need to be submitted to the Transportation Department via **Google forms** by 1:30 pm daily. The Google Form link will be sent to all administrators and data managers. **Please do not email or fax transportation request forms.**
- Schools are responsible for providing all transportation requests to the Bus Drivers. A transportation request form needs to be completed for every student with a transportation change. The new transportation request form can be found on Transportation's website.
- If you have a request for a new morning pick-up that is submitted after 1:30 pm, transportation can begin the following morning if you are able to give the driver a copy of the form before the bus departs your campus in the afternoon. If you are not able to give the driver a copy, transportation will begin the following afternoon.
- If you have a request for a new afternoon drop-off that is submitted after 1:30 pm, transportation can begin the same afternoon.
- EC requests must be completed by the EC staff. If the student is new to EC transportation, the EC Director or EC Coordinator must sign the transportation request. If the student is only changing an address, the EC Facilitator at the school can sign the request form. This form needs to be scanned and emailed to Jennifer Cofell. **You do not need to enter these requests in Google Forms.**
- McKinney Vento requests must be completed by the School Social Worker. Jamie Synan must approve all McKinney Vento requests before transportation can begin. This form needs to be scanned and emailed to Jennifer Cofell. **You do not need to enter these requests in Google Forms.**

TRANSPORTATION REQUEST FORMS

Google Form- *Must be completed for the Transportation Department

Link will be sent to all administrators and data managers.

Transportation Request Form- *Must be completed for the Bus Driver

<https://www.scotland.k12.nc.us/cms/lib/NC02213602/Centricity/Domain/219/Revised%20Transportation%20Form.pdf>

EC Transportation Request Form- Must be completed for the Transportation Department and the Bus Driver

<https://www.scotland.k12.nc.us/cms/lib/NC02213602/Centricity/Domain/219/Revised%20EC%20Transportation%20Form.pdf>

McKinney Vento Request Form- Must be completed for the Transportation Department and the Bus Driver

<https://www.scotland.k12.nc.us/cms/lib/NC02213602/Centricity/Domain/219/McKinney%20Vento.pdf>