

**2018- 2019 – REQUEST FOR ADD/DELETE STUDENT & ASSESSMENT OF COLLECTION/DROP OFF LOCATION**



Please fill in this form if there are any students that should be added to or deleted from your bus route.  
Please send this document to the Transportation Routing Services. – Thank you.

BUS #:			DRIVER:			DATE:	
<b><u>ADD THE FOLLOWING STUDENTS TO MY ROUTE:</u></b>							
STOP #	AM/PM	TIME	STUDENT NAME(S)	CIVIC ADDRESS	SCHOOL(S) ATTENDING	TRANSFER BUS #	NOTES

<b><u>DELETE THE FOLLOWING STUDENTS FROM MY ROUTE:</u></b>							
STOP #	AM/PM	TIME	STUDENT NAME(S)	CIVIC ADDRESS	SCHOOL(S) ATTENDING	TRANSFER BUS #	NOTES

<b><i>REQUEST FOR STOP ASSESSMENT</i></b>							
PURPOSE: REQUEST A COLLECTION POINT/ DROP OFF LOCATION BE REVIEWED FOR SAFETY REASONS. PLEASE PROVIDE THE FOLLOWING INFORMATION							
CIVIC ADDRESS / LOCATION:							
REASON FOR REVIEW:							
FOR TRANSPORTATION SERVICES OFFICE USE ONLY:							