



**STATE OF HAWAII**  
 DEPARTMENT OF EDUCATION  
 STUDENT TRANSPORTATION SERVICES

**REQUEST FOR STUDENT TO RIDE SCHOOL BUS ON A SPACE AVAILABLE BASIS**

**INSTRUCTIONS:**

- **PARENT** Complete and return this form to school.
- **SCHOOL** Recommend action if appropriate and submit original to local DOE Student Transportation Services Office
- **STSB** Approve or disapprove request and forward copy to school.

**PARENT USE:**

Name of Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Age: \_\_\_\_\_

Request to ride the regular school bus on a space available basis because (Check applicable section):

- Student resides less than the minimum qualifying distance from school
- Student is enrolled on a Geographic Exception
- Student desires transportation other than to and/or from residence: (Must fill in both lines)

Location of morning pick-up: \_\_\_\_\_

Location of afternoon drop off: \_\_\_\_\_

- Other

Reason(s) why request should be granted: (Attach note for further explanation, if necessary)

Duration: Starting and ending dates (Not longer than current school year) \_\_\_\_\_

*I understand that the approval of this request is predicated on the availability of space and no additional cost involved. I acknowledge that the service may be terminated by the Department at any time.*

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

**SCHOOL RECOMMENDATION OR COMMENT:**

\_\_\_\_\_  
 Signature of Principal

\_\_\_\_\_  
 Date

**STSB USE:**

- Approved** because space is available.
- Disapproved** because space is NOT available.

\_\_\_\_\_  
 Signature of Student Transportation Officer

\_\_\_\_\_  
 Date