

HERNANDO COUNTY SCHOOL TRANSPORTATION DEPARTMENT

SPACE AVAILABILITY APPLICATION

1. Parent must submit a Space Availability Application to the Transportation Department.
2. Requests will not be approved prior to September 15.
3. The Transportation Department will notify parent of Space Availability request decision.
4. Space Availability is limited to existing in-zone stops only; new stops will not be created to accommodate space availability.
5. If the number of space availability requests the number of bus seats, the Transportation Route Specialist will determine which requests are approved based on:
 - a. Lowest grade level
 - b. Youngest age
 - c. Longest distance
6. Space availability applications are good for the current school year only, and must be reapplied for each school year.
7. The Transportation Department reserves the right to revoke space availability requests based on:
 - a. Student Misconduct
 - b. Seats needed for eligible students
 - c. Parents will be given a 2 day written notice if the space availability assignment has been revoked.
8. A parent or guardian's signature on the space availability application signifies their agreement with the above priority process to assigning student to space availability seats and signifies their agreement concerning sole responsibility for the safety of their students to and from the assigned existing stop.

To be completed by the parent/guardian:

I (parent/guardian full name) _____ am requesting that my student,
_____, with the HCSB Student ID Number of _____, born on ____/____/____,
and presently in grade _____ at (school) _____
be granted Space Available bus transportation from our legal address at:
(street address) _____
(city) _____.

I understand and agree with the guidelines listed above. By my signature below, I fully understand and agree to the policy as stated above.

Signature: _____ Date ____/____/____

Office Use Only:

_____ Application Denied: Reason: _____

_____ Application Approved effective ____/____/____ for route # _____ for school _____

Pick up _____ AM Drop off _____ PM Stop: _____

_____ Assignment revoked effective ____/____/____ for _____

Route Specialist Signature: _____ Date ____/____/____