

**Arbor Park School District 145  
TRANSPORTATION REQUEST FORM**

**SECTION ONE-STUDENT INFORMATION**

Date of Request \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Completed by School Office)

Student's Name \_\_\_\_\_

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

School: (Circle)      APMS                      SOS                      MGS                      KHS                      ST. DAMIAN

Grade: (Circle)      EC    PK    K    1    2    3    4    5    6    7    8

REQUEST: Change Bus Stop to: \_\_\_\_\_  
To School \_\_\_\_\_  
From School \_\_\_\_\_  
Both Ways \_\_\_\_\_

Change of Address: \_\_\_\_\_

Transportation Services change of this date: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

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

Home Telephone (    ) \_\_\_\_\_ Work Telephone (    ) \_\_\_\_\_

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**FOR OFFICE USE ONLY**

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**SECTION TWO – TRANSPORTATION COORDINATOR'S APPROVAL**

NEW: \_\_\_\_\_

**EVALUATION**

**REMOVE FROM:**

Bus Route Change Requested      Yes \_\_\_\_\_      No \_\_\_\_\_

Is space available on route?      Yes \_\_\_\_\_      No \_\_\_\_\_

Bus Stop change required?      Yes \_\_\_\_\_      No \_\_\_\_\_

Required Bus Route is: \_\_\_\_\_

Bus Stop on above route: \_\_\_\_\_

**APPROVAL**

Approval Granted:      Yes \_\_\_\_\_      No \_\_\_\_\_

Date Request to Start: \_\_\_\_\_

**NOTIFICATION**

Parent Notified by:      School Office \_\_\_\_\_      Transportation Office \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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Original:    Transportation File  
Copy 1:    Student's Bus Driver  
Copy 2:    School Office

## ARBOR PARK SCHOOL DISTRICT 145 TRANSPORTATION REQUEST PROCEDURES

School District 145 carries its "Educational Excellence with Kindness" beyond the classroom into all operational services. The cooperation of parents, students, as well as staff, contributes to the best transportation services possible. Providing safe, efficient, friendly service, under the Illinois School Code, is our ultimate objective.

The department receives hundreds of special transportation requests per year for various reasons. On the average, 95% of the requests received are approved. The process is time-consuming, and we ask for your understanding, as the decisions made will be in the best interest of each child's safety. We want this to be a win-win situation for all involved. Your feedback is always welcome and helps improve the system.

Arbor Park School District is committed to safe, efficient transportation of all students. To do so, there must be established stops, runs, and routes for every student, school and bus. The district has also been granted Hazard Condition approval from the Illinois Department of Transportation for many areas throughout the district. What does this mean? The school district is allowed to treat those students who live less than 1.5 miles from school, in an approved IDOT area as not as a safe walk route to school, as "riders." IDOT uses street conditions, traffic volume and speed, along with grade of the student and board of education recommendations to determine these designated HC areas.

The district recognizes the express necessity to link our runs into efficient routes, while serving the regular, grant, and special education students' needs as required by the Illinois State Board of Education. Realizing that getting students to and from school is a partnership between parents, students, the school and the transportation department:

- All regular and special education students shall be transported in accordance with the Illinois State School Code. Any deviation in a student's bus stop or run must be approved by the administration. **PERMANENT BUS STOP AND/OR RUN CHANGES REQUIRE ADVANCE APPROVAL ON A TRANSPORTATION REQUEST FORM.**
- It is the parent/guardian's responsibility to have students at their assigned stop at the designated time. *Students shall ride only their assigned bus and be allowed to enter and exit the bus only at their assigned stop.*
- Arbor Park Middle School student's bus stops shall be within three blocks of their residence and be a right-side pick-up whenever necessary.
- Scarlet Oak, Morton Gingerwood and Kimberly Heights Schools student's bus stops shall be within two blocks of their residences and be a right-side pick-up whenever necessary.
- Students attending any of the District's schools may be transported from a day care facility. *Call the transportation department for approved facility options.* **AN APPROVED TRANSPORTATION REQUEST MUST BE ON FILE BEFORE SERVICE IS PROVIDED. It is the parent's responsibility to provide transportation to and from the student's legal residence to the alternative bus pickup or drop.**
- **ALL BUS CHANGES ARE FOR EVERY SCHOOL ATTENDANCE DAY.** *Requests for multiple variations in stops, runs, or times are not allowed.* The procedures are developed and enforced for the safety and management of all students. Any questions can be directed to the Transportation Department at 708.535.4520.