

Special Needs Transportation Request

Individual Completing Form (Please print legibly) _____
Phone Number _____ Date Transport Notified _____ Effective/Start date _____

- Regular Route (For Bus Driver information only) – MARSS 01
 Regular Route (Mod. bus, para on bus, additional route) – MARSS 03 Special Route during the day

Student and Parent Information

Student Birth Name: _____ Student Chosen Name: _____

DOB: _____

Address: _____

Program: _____

City, State, Zip: _____

Grade: _____

Parent/Guardian: _____

Home phone: _____

Email: _____

Cell phone: _____

Emergency Contact: _____

Home phone: _____

Address: _____

Cell phone: _____

A) Is a Para needed during the bus ride? ____ B) Medical Info for driver _____

C) Special Instructions for driver _____

- Car Seat Booster Seat Specialized Seat Harness Seat belt
 Torso Support Curb to Curb Wheelchair Ramp/Lift Other

Order Request:

New Continue Change Cancel Date: _____

M T W Th F AM PM Program _____

Student is to be picked up at: Daycare Home Other _____

Student is to be dropped off at: Daycare Home Other _____

Daycare Address: _____

Daycare Contact: _____ Daycare Phone: _____

Mid-Day Transfer? Yes No Location/Address: _____

Is adult supervision required when a student is dropped off? YES NO

Info verified with Parent/Guardian: _____ (method) Date: _____

This form must be sent to:

Transportation Personnel (Check transporting district)

- BEA: LeAnne Scholl MCW: Greg Wohlhuter
 FAS: MMB/Jim Jenson SPEC: Julie Stoltz
 GHEC: Ron Lenz
 USC: Brennan Magnuson/Deb Allis

MARSS Personnel (Check MARSS Personnel)

- BEA: Alan Wilhelmi MCW: Jessica Maday
 FAS: Sarah Truesdale SPEC: Shelley Junkermeier
 GHEC: Kris Wilk
 USC: Shannon Zebro HS

SPECIAL TRANSPORTATION PROCEDURE GUIDELINES

- When a student enrolls, Julie completes the special transportation form
 - Julie keeps the original of the special transportation form
 - Julie then faxes or scans copy to the bus company
(form must be to bus company before transportation starts)
 - 📄📄 Bus companies need at least 3+ days to set up new riders and routes 📄📄
 - Faxes or scans copy to resident district MARSS personnel
 - Enter information on google doc
(Current school year xx-xx Special Transportation)
- New forms will be completed annually at each IEP meeting. If any changes after IEP meeting, send to Julie to send to bus company and update google doc
- If special transportation is canceled send notice to Julie to notify bus company, MARSS personnel **and** remove from google doc
 - Parents should notify case manager of address changes
- If anticipating adding or changing transportation, contact Julie immediately