

Request for Transportation Services T4

Mid Columbia Bus Company

(Always Copy in Light Blue)

School _____ Date _____

STUDENT INFORMATION

Student Name _____ Grade _____ Room _____ Teacher _____
Please Print

Home Address _____ City _____ Zip _____
Street Address (No PO Box numbers)

Home Phone _____ Other Phones _____

BUS STOP INFORMATION

PRIMARY EXISTING STOP: Circle day(s) of the week
M T W TH F _____
Print Name of Existing Bus Stop from Route Sheet

AM RT # _____
 PM RT # _____

SECONDARY EXISTING STOP: Circle day(s) of the week
M T W TH F _____
Print Name of Existing Bus Stop from Route Sheet

AM RT # _____
 PM RT # _____

REQUEST A NEW STOP: Circle day(s) of the week
M T W TH F _____
*(Requires MidCo approval) Print Address of Requested New Bus Stop

AM RT # _____
 PM RT # _____

Notes _____

KINDERGARTEN BUS RIDER CAN BE RELEASED TO:

Print Name	Phone #	Print Name	Phone #
_____	_____	_____	_____
_____	_____	_____	_____

APPROVALS

Note: Changes to this plan must be made in writing and signed by the Parent/Guardian.

Parent/Guardian ~ Signature	Date	Principal/Designee ~ Signature	Date
Parent/Guardian ~ Print Name		*Head Bus Driver ~ Signature	Date

- School Instructions:** (T4's are always light blue)
- Enter T4 into SIS (Flag G35)
 - Keep original T4 in school office notebook
 - Send copy of T4 to MidCo at main Toledo/Burgess office
 - Give copy of T4 to student to give to bus driver

- MidCo Instructions:**
- Log T4 on driver check sheet
 - Log T4 on dispatch check sheet
 - Place duplicate T4 in route driver box
 - Follow T4 checklist and place T4 in route book