

**HAMILTON HEIGHTS TRANSPORTATION DEPARTMENT**

Request for **LHLC Preschool Student** to Ride School Bus

I have registered my child for the LHLC Preschool program at Hamilton Heights School Corporation for the 2018/2019 school year. I understand that it is my responsibility to provide transportation to and from school; however, in the event there is room available on one of the Hamilton Heights' school bus routes, I would like to request transportation services for the follow student:

Student Name:
Date of Birth:
Weight of Student:
Street Address:
City, State, Zip:
Phone Number:
Duration of request:

I understand that if the Hamilton Heights Transportation Director approves the transporting of the above named student I will comply with the following guidelines.

1. Consent to a designated pick-up and drop-off location within the Hamilton Heights School Corporation boundaries.
2. A parent or guardian **must** remain with my child until the bus arrives to pick them up in the morning and be present again at the drop-off destination after school for the bus driver to release the child into their custody.
3. Preschool students must ride in the first two rows of the school bus. I understand that riding the bus is a privilege and if my child is persistently disruptive, HHSC has the right to decline bus services.
4. I understand there is a **\$50.00** fee for my child to ride the school bus for the school year. (Make checks payable to HHSC.) The \$50.00 fee must be **paid prior** to bus service being provided. If services start or stop during the school year the fee may be pro-rated based on 9-week sessions.
5. Due to seating requirements for preschool age students we may not be able to accommodate multiple pick up or drop off locations. The Transportation Department has the right to charge an additional \$50.00 per location or deny requests.
6. I realize that at any time during the school year the bus meets full capacity, **priority goes to the grade school (K-5<sup>th</sup> grade) student.** The preschool student will no longer be allowed to ride the bus and parents will be responsible for transportation to and from school.

I submit this request and agree to the above mentioned expectation/requirements. I understand that transportation service is a privilege and services may be changed or terminated at any time if space is no longer available or for failure to follow guidelines or bus rules.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name