



# Transportation Services

3222 Winona Way, North Highlands, CA 95660  
1400B Grand Ave., Sacramento, CA 95838  
Phone: 916-566-3405

## **TRANSPORTATION APPEAL REQUEST FOR CHANGE, ADDITION or WAIVER**

*Please complete and submit this request to Transportation Services and allow 7-10 business days for a response. You may email the form to [federico.demarchi@twinriversusd.org](mailto:federico.demarchi@twinriversusd.org) or mail it to the above address. As a reminder of the eligibility distance for students to receive transportation are ones living greater than 1 mile radius for K-6<sup>th</sup> grade, greater than a 2.5 mile radius for 7<sup>th</sup>-8<sup>th</sup> grade and greater than a 3 mile radius for 9-12<sup>th</sup> grades. This does not include students with special needs or mandated transportation services. Waivers may be granted depending on available space.*

Check one      Eligibility Waiver       Change Bus Stop       Add Bus Stop

Student(s) Name \_\_\_\_\_

School Student Attends \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_  
Number      Street      City      Zip  
Phone Number      Home \_\_\_\_\_      Work \_\_\_\_\_

Current Bus Stop \_\_\_\_\_ *(Skip if Waiver)*

Route Number To School \_\_\_\_\_  
Pick-Up Location Stop \_\_\_\_\_  
Drop Off Location Stop \_\_\_\_\_

Requested Stop Assignment \_\_\_\_\_

Reason for Request \_\_\_\_\_

*(Please add an additional page if additional space is needed)*

Denied Reason \_\_\_\_\_

Approved Reason \_\_\_\_\_

Signature of person taking request \_\_\_\_\_ Date \_\_\_\_\_

Transportation Supervisor      Approved       Denied       Date \_\_\_\_\_

Director of Transportation      Approved       Denied       Date \_\_\_\_\_