



**Saint Mary's County Government , DPW&T
Non-Public School Transportation Division**

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<i>*Transportation Office Use Only*</i>	
Regular Bus No.:	_____
Transfer Bus No.:	_____
Added to manifest:	<input type="checkbox"/>
Initials:	_____

REQUEST FOR TRANSPORTATION

Academic Year: 2019 – 2020

▲ IMPORTANT INFORMATION ▲	
<ul style="list-style-type: none"> ❖ The deadline to return this form to the Transportation Office is: August 1, 2019. ❖ <u>The bus driver(s) or contractor(s) will contact the parent/guardian to confirm the bus stop location and times of pick up / drop off within a few days prior to the student(s) riding the bus.</u> ❖ Complete all fields for student / school information ❖ All requests may have a processing time of up to two weeks. ❖ Additional information can be found on the S.M.C.G. website at: www.stmarysmd.com/dpw/nonpublicschools.asp 	
Requested Start/End Date: _____	
Check one: <input type="checkbox"/> Address Change <input type="checkbox"/> New Student/School <input type="checkbox"/> Riding with another student <input type="checkbox"/> Other	
STUDENT / SCHOOL INFORMATION	
Student Name: _____	Student Name: _____
School: _____	School: _____
Grade: _____	Grade: _____
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Is student under 8 years old? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is student under 8 years old? YES <input type="checkbox"/> NO <input type="checkbox"/>
Medical Conditions: _____	Medical Conditions: _____
PARENT /LEGAL GUARDIAN INFORMATION	
Parent / Guardian Name(s): _____	
Primary Phone: _____	Secondary Phone: _____
Street Address: _____	P.O. Box: _____
City / Zip: _____	County of Residence: <input type="checkbox"/> St. Mary's <input type="checkbox"/> Charles <input type="checkbox"/> Calvert <input type="checkbox"/> Other _____
Email Address (print clearly): _____	
BUS STOP INFORMATION	
Requested Bus Stop Location (a.m.): _____	Requested Bus Stop Location (p.m.): _____
Assigned location (<i>Office use only</i>): _____	
SIGNATURE / CONSENT	
Requestor's Name (please print): _____	
Signature: _____	Date: _____
CONSENT & RELEASE STATEMENT:	
<p>By signing this request I affirm my understanding that: (1) any children under the age of 8 years must be received at the bus stop location by an adult, and that if no adult is present the bus driver will return the child(ren) to the school upon completion of the assigned bus route; (2) any medical conditions stated on this form may be released to the contractor and/or driver of my child(ren)'s bus route, with the understanding that such information will be kept strictly confidential; (3) the Saint Mary's County Non-Public School Transportation Office is authorized to release any and/or all information contained in this application to relevant Patuxent River Naval Air Station employees for emergency planning purposes, and that such information will be kept strictly confidential by designated personnel on the Base; and (4) out of county residents will be charged an out of county fee for ridership on the SMC buses, and will agree to make payments on time, as required by the County.</p>	