

**BAY VILLAGE CITY SCHOOLS  
TRANSPORTATION DEPARTMENT  
SPACE AVAILABLE REQUEST FORM**

(Please print)

STUDENT'S NAME \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

PHONE NUMBER (H) \_\_\_\_\_ (W) \_\_\_\_\_

SCHOOL OF ATTENDANCE \_\_\_\_\_

I understand that under the current Board of Education policy, my child/children do not meet the eligibility requirements for transportation services, however, I am requesting that if there is space available on the bus route closest to my residence, that my child/children can be transported to/from their school of attendance via school transportation.

I understand that my child/children must go to an already established bus stop on an existing route, and that a bus will not be rerouted nor a stop added for my child/children.

I understand that this request is valid for the current school year only, and only if space remains available throughout the current school year. My child/children could be removed from the bus if seats are needed for other students becoming eligible to ride.

PARENT GUARDIAN SIGNATURE \_\_\_\_\_

Return completed and signed form to:

Bay Village Schools Transportation Department  
377 Dover Center Rd  
Bay Village, OH 44140

Space available request forms will be reviewed after October 30<sup>th</sup>, in the order in which they were received.

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FOR DEPARTMENT USE ONLY

DATE RECEIVED \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

STOP LOCATION \_\_\_\_\_ TIMES \_\_\_\_\_

BUS NUMBER \_\_\_\_\_ DRIVER \_\_\_\_\_ APPROVED BY \_\_\_\_\_