

School District's Form Index For Routing and District Services

All Forms Are Completed By Or Submitted To The County Supervisor Of Transportation

Form No.	Form Title	Completed By	Approved By	County Supervisor Sends Copy To:			Due Date
				District	Area Sup.	State Office	
R-1	Permit For Use of School Bus	District	District	(See Permit	Procedures)	School Dist. to Finance	5 Days Prior To Trip
R-2	Request For Special Transportation	District	Co. Sup.	X			As Needed
R-7	Report of Safety Hazards on School Bus Routes	District	Co. Sup.	Attach to Proper	R-8 Agency For	Repairs	As Needed
R-15	Regular Route Student Information	District	Not Required				
R-16	Route Description (Non Special Needs)	District	Co. Sup.				October 15th
R-17	Route Description (Special Needs)	District	Co. Sup.				October 15th
R-18	Routing Schedule (For All Non Mid-Day Trips)	District	Co. Sup.		X	X	Dec. 1st
R-19	Routing Schedule (For All Mid-Day Trips)	District	Co. Sup.		X	X	Dec. 1st
R-40	Application For Use of Buses For Voc., Mid-Day KG, and Other Programs	District	Co. Sup.	X	X		2 Wks. prior to 1st day school.
R-42	Application For Use Of Buses For Summer Programs	District	Co. Sup.	X			May 15th
R-43	Application For An Additional Bus	District	State Office		X	X	As Needed
R-55	Approval Of Contract Vehicles To Transport Special Needs Students	District	State Office		X	X	October 15 or Prior To Use
R-56	Request For Reimbursement of Contract Transp. For Students With Special Needs (First Semester)	District	Co. Sup. & Area Sup.		X	X	February 1st
R-57	Request For Reimbursement of Contract Transp. For Students With Special Needs (Second Semester)	District	Co. Sup. & Area Sup.		X	X	June 15th
R-58	Summary Sheet For Reimbursement of Contract Transportation For Students With Special Needs (Submit With R-56/ 57)	District	State Office		X	X	Feb. 1st & June 15th
R-60	Approval Of Contract Vehicles To Transport Non-Special Needs Students	District	State Office		X	X	October 15 or Prior To Use
R-61	Application For Hazardous Transportation	District	Co. Sup.	X		X	October 15 or Prior To Use
R-63	Application For Adult Drivers to Return Home	District	Co. Sup.	X	X		October 15 or 2 weeks Prior To Use

Form No.	Form Title	Completed By	Approved By	County Supervisor Sends Copy To:			Due Date
				District	Area Sup.	State Office	
R-93	Release of Liability For The Operation Of A School Bus On A Private Roadway	District	Co. Sup.				October 15 or Prior to Use
	Provision Of Instructional Services For Children With Disabilities By Public School Districts In Other Facilities	District	SDE's Office of Excep. Chil	Attach to description out of	any special or R-55 district	needs route contract for transportation	Prior To Use
	Application For The Establishment Of Multi-District Educational Programs	District	SDE's Office of Excep. Chil	Attach to description out of	any special or R-55 district	needs route contract for transportation	Prior To Use

* School district forms that collect the data on forms, R-71, R-72, R-73, R-74, R-75, and R-76 can be substituted for these forms. The district is responsible for keeping this data on file for audits.

Revised 9/1/01