Use of School Bus for Transporting Persons Other Than Pupils
Request for Transportation Services

This is a request by __________________________________ for transportation services from the
(Individual, Group, or Organization Requesting Transportation)
___________________________________ .
(District, ISD, PSA)

Section A: Complete the information survey below. Michigan law requires this information about the individual, group, or organization requesting transportation services.2

   Yes   No

____   _____Is the individual, group, or organization requesting transportation services one of the following: senior citizen, retired person, disabled persons, or nonprofit organization? Provide written documentation to verify your response. Attach documents to this request for transportation services.

____   _____Is there no other suitable or economically feasible public or private transportation available to provide the requested transportation? Provide written documentation to verify your response. Attach document to this request for transportation services.

____   _____Is this transportation request to a school-related event, e.g. school athletic event?

____   _____Is your organization a local unit of government, e.g. city, county, or village? Attach written documentation to verify your response.

____   _____If the request is from a local unit of government is it to transport senior citizens, retired, or disabled persons, or members of a nonprofit group. Attach written documentation to verify your response.

Section B: If a federal, state, or local unit of government or an authorized government subcontractor is requesting transportation services, please provide the following information.

   Yes   No

____   _____Are you asking for transportation services while school is in session?

____   _____Is the activity for which transportation is requested sponsored or operated by the unit of government? Attach written documentation to verify your response.

1 This form is not required by statute and is only presented for the convenience of and use by local school districts.

2 MCL 257.1865 and MCL 257.1867
Will the school bus(es) transport freight, goods, or merchandise other than that which is carried on the laps of individual passengers?

Yes   No

If a subcontractor of a unit of government does your organization, have authority to expend money from this subcontract for the requested transportation services? Attach written documentation to verify your response.

Does suitable and economical public or private transportation exist to provide this service? Attach written documentation to verify your response.

Will the school bus or buses be returned in time to meet its/their first priority to transport schoolchildren to or from school or a school-related event? Attach written documentation to verify your response.

Section C: A school bus may be contracted out only in compliance with the provisions of the school insurance policy and any joint stipulations with its school bus drivers. Only properly licensed and credentialed school bus drivers employed by the school may operate a school bus or school buses. The individual, group, organization, or unit of government shall pay the full costs incurred in the use of a school bus or school buses. The school will provide a list of the costs incurred to provide the requested transportation service.

Signatures affixed to this Request for Transportation Services by an official of the school providing and the individual requesting transportation services indicates that accurate information has been provided to the school, there is agreement on transportation service specifications and itemized costs incurred to provide the transportation services.

Section D: Signatures

(LEA, ISD, or PSA Official) (School Official’s Position) (Date)

(Requester of Transportation Service) (Requestor’s Position) (Date)