

Use of School Bus for Transporting Persons Other Than Pupils Request for Transportation Services¹

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)