2019-2020 LCSS EMPLOYEE SCHOOL-TO-SCHOOL
SHUTTLE REQUEST

*Complete Sections 1 AND 2 then submit to the Transportation Department for approval.*

A full-time employee of the Liberty County School System (LCSS) may request for their child to ride a shuttle bus between their place of employment and their child’s school of attendance if the following guidelines are met.

1. The route between the schools must already be in existence.
2. There must be space on the bus.

**SECTION I**  
*To be completed by LCSS employee*

<table>
<thead>
<tr>
<th>TO (SCHOOL)</th>
<th>FROM (SCHOOL)</th>
<th>SHUTTLE # ASSIGNED (OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon</td>
<td></td>
<td></td>
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</tbody>
</table>

I understand my child could be removed from the shuttle if any of the following occur:

- The bus route no longer exists between the requested schools.
- The bus becomes overcrowded.
- The Student’s behavior is not appropriate on the shuttle bus.

Employee Signature: _____________________________  Date: __________

**SECTION II**  
*To be completed by the receiving school principal (where you work)*

I agree for the above named student to use the shuttle bus to/from my campus each day. I understand that this agreement cannot interfere with the instruction of other students on my campus or with any training of my staff. I will not be able to accept children whose parents work on a neighboring campus.

Signature of principal: _____________________________  Date: __________

**SECTION III**  
*To be completed by Superintendent or Designee*

_____ APPROVED

_____ DENIED (Reason for denial: _____ No route exist _____ No space on route)

Superintendent/Desigee Signature: _____________________________  Date: __________