

**LAKE COUNTY SCHOOL DISTRICT**  
**APPLICATION FOR FEE-BASED TRANSPORTATION**  
 (FOR STUDENTS LIVING WITHIN TWO MILES TO SCHOOL)  
**PROCEDURE**

1. School/Parent completes student information portion and faxes to Transportation (352-536-8099)
2. Transportation verifies seat availability and faxes back to school contact person.
3. School calculates cost, obtains parent signature and collects payment.
4. School keeps a copy for their records.
5. School sends original with payment and completed signed application to Angela Squitieri.
6. Angela Squitieri processes payment.

**STUDENT INFORMATION**

NAME: \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_  
Last First Initial

RESIDENCE \_\_\_\_\_  
Number Street City Zip

TELEPHONE NUMBERS \_\_\_\_\_ GRADE \_\_\_\_\_  
Home Work Cell

SCHOOL \_\_\_\_\_

DATE APPLICATION SUBMITTED \_\_\_\_\_

I certify I was given a copy of POLICY #8.311, SCHOOL DISTRICT FEE-BASED TRANSPORTATION SERVICE, and I understand the policies and procedures associated with the fee-based program.

\_\_\_\_\_  
 Parent Signature Parent Printed Name Date

**TRANSPORTATION USE ONLY**

TRANSPORTATION CONTACT PERSON NAME: \_\_\_\_\_  
 BUS# \_\_\_\_\_ ROUTE# \_\_\_\_\_  
 BUS STOP TIME \_\_\_\_\_ AM \_\_\_\_\_ PM BUS STOP LOCATION \_\_\_\_\_  
 DATE FORM RETURNED TO SCHOOL: \_\_\_\_\_

VERIFY SEAT AVAILABLE  
 YES  NO (CHECK ONE)

TRANSPORTATION COMMENTS:

**SCHOOL USE ONLY (School must fill out this section)**

DATE APPLICATION RECEIVED FROM PARENT \_\_\_\_\_ TIME \_\_\_\_\_  
 DATE SENT TO TRANSPORTATION \_\_\_\_\_ REDUCED FEE VERIFICATION:  FREE/REDUCED  
 TRANSPORTATION AREA: \_\_\_\_\_  
 TRANSPORTATION START DATE: \_\_\_\_\_ NUMBER OF RIDE DAYS \_\_\_\_\_ COST \_\_\_\_\_  
 DATE PARENT/STUDENT ACCEPTED/NOTIFIED \_\_\_\_\_ TIME \_\_\_\_\_  
 METHOD OF PAYMENT  CHECK  PRE-PAY CREDITS  PAY PAL (CASH IS NOT ACCEPTED)  
 WITHDRAWAL DATE \_\_\_\_\_ PARENT/STUDENT \_\_\_\_\_  
 Signature \_\_\_\_\_

## CHAPTER 8.00 – TRANSPORTATION

8.311

### FEE-BASED TRANSPORTATION PROGRAM

- (1) Students in grades K through 12 living within two (2) miles of their school may be provided school bus transportation at the discretion of the principal or designee and upon payment of a fee established by the School Board. There must be space available on the school bus to accommodate fee-based students. Additionally, existing school bus stops will be used and no additional bus stops will be established for fee-based students. School bus routes will not be altered to accommodate fee-based students. The transportation fee must be paid in advance per semester before a student is allowed to ride on a school bus. No fee-based transportation will be allowed during the first fifteen (15) school days of the first semester to allow for school bus route and stop adjustments.
- (2) The selection process for fee-based transportation is as follows:
  - a. Parents/guardians requesting fee-based transportation privileges shall submit an application form to the school principal.
  - b. Principals will confirm with transportation the number of seats available on the school bus to accommodate fee-based transportation.
  - c. A lottery system will be used at the beginning of the school year for determining which students are offered fee-based transportation when the number of students applying exceeds the school bus seats available. Priority will be given to younger students. Students not selected will go on a waiting list in order of their lottery selection and will be offered fee-based transportation as school bus seats become available. Students requesting fee-based transportation after the school year begins will be placed on the waiting list on a first-come first-served basis. Principals will be responsible for notifying parents/guardians and students of their acceptance or rejection from the fee-based transportation program.
  - d. Fee-based transportation will only be offered to students attending their assigned school within their home school zone. No out-of-area students will be allowed fee-based transportation.
  - e. The siblings of a student whose Individual Education Plan (IEP) places the student at a District assigned school may apply for and be given fee-based transportation under the following provisions:
    - i. The student with the IEP must have transportation provided as a related service to the District assigned school.
    - ii. The siblings must be accepted by the school in order to apply for fee-based service.