
APPLICATION FOR NON-ELIGIBLE RESIDENT STUDENTS
PROCEDURE (TRN-P005)
Milford School District

1.0 SCOPE:

- 1.1 This outlines the procedure to complete an application for students who are presently not eligible for school transportation under the transportation policy P-3541, to ride the bus, if approved, under limited and specific conditions, starting no earlier than October 1st of each school year.

2.0 RESPONSIBILITY:

- 2.1 Chief Operations Officer

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Transportation Coordinator

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
4.2 Application: TRN-F003

5.0 PROCEDURE:

- 5.1 Non-eligible students may be transported on a school bus within a school area where transportation is in effect, provided:
- 5.1.1 Seating space is available on a regularly scheduled bus.
 - 5.1.2 The bus shall not deviate from the existing prescribed route.
 - 5.1.3 No additional bus routes or stops will be created.
 - 5.1.4 There will be no adverse result of adding the additional student to the bus (timing, cost, etc.).
- 5.2 Parents of students wishing to be considered for this program must apply yearly in writing using TRN-F003 Application for Non-Eligible Resident Students.
- 5.3 The Transportation Office will not accept any application prior to the date that the bus schedules and routes are published.
- 5.4 Applications received by September 15th of each year will be considered using the following criteria in priority order:
- 5.4.1 Age of the student (with priority given to younger children).
 - 5.4.2 Walking distance.
 - 5.4.3 Date received (first come, first served).
 - 5.4.4 If above criteria are equal, placement will be by lottery.
- 5.5 Applications received after September 15th of each year will be considered on a first come, first served basis until the bus is full.

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- 5.6 For those requests which can be accommodated, the Transportation Office will contact the parent/guardian in writing.
- 5.7 This approval will be valid until the end of that school year, unless there are no longer seats available. In situations where seats are no longer available, every effort will be made to give advance notice of cancellation of this privilege.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Application for Non-Eligible Resident Students Regarding Bus Transportation-TRN-F003

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>
Application for Non-Eligible Resident Students (TRN-P005)	Transportation Department files during school year; then to storage	One (1) year in Transportation Department; moved to storage for three (3) years.	Shredded after retention period.
Application for Non-Eligible Resident Students (TRN-F003)	Transportation Department files during school year; then to storage	One (1) year in Transportation Department; moved to storage for three (3) years.	Shredded after retention period.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Description of Revision:</u>
08/14/2014	Initial Release

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