

# Requesting Transportation for your student

Please check the [Eligibility for Transportation](#) webpage to determine which type of transportation to request.

## **FOR STUDENTS ELIGIBLE FOR SCHOOL BUS TRANSPORTATION**

### **1. For students who are eligible based on mileage:**

The shortest walking distance in Google Maps is used to determine mileage. Mileage is not rounded up.

- a. Go to your school
- b. Ask the clerk or transportation manager to complete the online transportation request form for you.

### **2. For students who are displaced, or who live in a foster home or a group home and are eligible based on mileage:**

- a. Go to your school
- b. Ask the clerk to complete an intake form for review by the CCSD Manager of Human Services
- c. Ask the clerk or transportation manager to complete the online transportation request form for you.

### **3. For students who are eligible due to an IEP that mandates transportation:**

- a. The Special Services Team at your school reviews all IEPs and requests transportation for all students when the child's disability necessitates mandated transportation via their IEP
- b. If your student attends a CCSD school and you have a question about transportation based on an IEP, please connect with the Child Study Team (CST) at their school

### **4. For students who are eligible due to a 504 that mandates transportation:**

- a. Go to your school .
- b. Ask the clerk or transportation manager to forward all your 504 documentation to the CCSD Supervisor of Health Services for review.

### **5. For CCSD students who wish to request courtesy school bus transportation:**

Courtesy transportation for CCSD students who do not meet the eligibility requirements is very limited. Courtesy assignments are rare. Due to student mobility at the beginning of the year, requests will not be reviewed until after October 1, and transportation might not start until after October 15th. If the courtesy seat is later needed for a student who is eligible for transportation, then courtesy transportation will be cancelled.

- a. Go to your CCSD school
- b. Ask the clerk or transportation manager to complete the online transportation request form for you as a courtesy request.

## **FOR STUDENTS ELIGIBLE FOR NJ TRANSIT BUS TICKETS**

### **1. For High School Student who are eligible for NJ Transit Bus Tickets:**

- a. Go to your school and ask for the [Bus Ticket Application](#) form after August 1st
- b. Return the completed [Bus Ticket Application](#) form to your school as soon as possible