

**HUNTSVILLE CITY SCHOOLS  
TRANSPORTATION DEPARTMENT**

**School Bus Transportation Exception Request Form**

**TRANSPORTATION EXCEPTION PROCEDURES**

Situations that require a School Bus Transportation Exception form:

1. For students who otherwise would not qualify for Huntsville City Schools bus transportation.
2. For students who qualify for Huntsville City Schools bus transportation and want to ride a bus other than their assigned home-to-school bus route.

The student's parent or guardian can apply for a transportation exception using the procedures below. A Transportation Exception may be granted if there is space available on a bus. Exception forms will be processed as quickly as possible. If space is available at the time of submission, your child will be a designated a Guest Rider and will be allowed to board the bus the next day.

NOTICE: Buses will not be added to a route and bus stops will not be modified in order to accommodate Transportation Exceptions (Guest Riders).

This form must be resubmitted at the beginning of each school year.

**Procedures**

1. Enroll or be enrolled in a Huntsville City School.
2. Obtain a Transportation Exception Request Form in one of the following ways:
  - A. Access from the internet at <http://huntsvillecityschools.org> then click on the Departments, then click on Transportation.
  - B. Go to the school that your child is enrolled at and complete the appropriate form.

3. The completed form can be:

- Brought to Transportation Department at 714 Bob Wallace Ave., Huntsville, AL 35801
- Faxed to 256-428-8351
- Email the attachments to: **scott.gillies@hsv-k12.org**
- Mailed to Transportation Department at:

**Huntsville City Schools  
Attn: Transportation Dept.**

**714 Bob Wallace Ave.  
Huntsville, AL 35801**

Transportation will contact you within 5 days of receipt of the request by telephone. If you have not heard from Transportation within five days contact us at 256-428-8352 or 256-428-8310.

4. Exceptions will be granted on a case-by-case basis. Exceptions could be disapproved at the school or district level.

5. Exception forms will be processed on a first-come first-served basis.

6. If space on the requested bus route is not available, a waiting list will be maintained. The order of the list will be based on the date the application was received by the Transportation Department. Buses will not be added to a route and bus stops will not be modified in order to accommodate Transportation Exceptions.

Transportation Exceptions may be rescinded for reasons that include changes in space availability. If Transportation Exceptions have to be rescinded because of lack of space, the application date will be used to determine the order of rescission beginning with the most recently approved date. That is, the last student exception approved will be the first to be rescinded and placed on the waiting list.

Transportation Exceptions will be rescinded if the student violates any bus rule. There will be **no warnings given** regarding the students (Guest Rider) behavior. If the student (Guest Rider) receives a disciplinary referral, their bus privileges will be suspended for the rest of the school year.

7. Due to the large volume of exception forms received at the start of the new school year there may be a delay in processing the forms.