



Request for Change of Status

I currently hold the following position: (Please check one.)

- ☐ Full Time Bus Driver
- ☐ Full Time Bus Aide/Monitor
- ☐ Part Time Bus Driver Trainee

Effective _____; I request to change my status to: (Please check one.)

- ☐ Full Time Permanent Substitute Bus Driver
- ☐ Full Time Bus Aide/Monitor
- ☐ Part Time Substitute Bus Driver*
- ☐ Part Time Substitute Bus Aide/Monitor*

*I understand that **no benefits** are associated with the substitute transportation positions.

Name: _____ Date: _____

Address: _____
City, State Zip Code

Current Position: _____

Current Work Location: _____

Munis Number: _____

Employee Signature

Date

Student Transportation Manager or Designee

Date

CHRO/HR Designee Date

I understand that it is my responsibility to keep the Dispatch Office informed of my availability, preferably by close of business Friday of each week.