



**caddo**  
parish public schools  
Transportation Department



## Bus Parking Request

Bus Number: \_\_\_\_\_

Bus Operator Name: \_\_\_\_\_

Current Assigned Parking Location:  
\_\_\_\_\_

Requested Parking Location:  
\_\_\_\_\_

**Bus Parking Criteria:**

1. School buses will be parked at designated parking sites approved by the Transportation Dept.
2. Buses are never to be parked on a public or private street.
3. All route buses must be parked within 5 miles of first bus stop unless approved by Director or his/her designee.
4. An approved Hold Harmless Agreement will be required for non-CPSB locations.

**Approved – Meets criteria** \_\_\_\_\_

**Approved – Does not meet criteria (Please provide rationale below)** \_\_\_\_\_

**Not Approved (Please provide rationale below)** \_\_\_\_\_

**Rationale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Temporary Approval**

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

**Hold Harmless Agreement on file:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Director or Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_