

# HOW TO SUBMIT A SCHOOL BUS APPLICATION

**Online bus application may take up to 24 hours to complete. You can come to our office and pick up your student's boarding pass as soon as your application is submitted.**

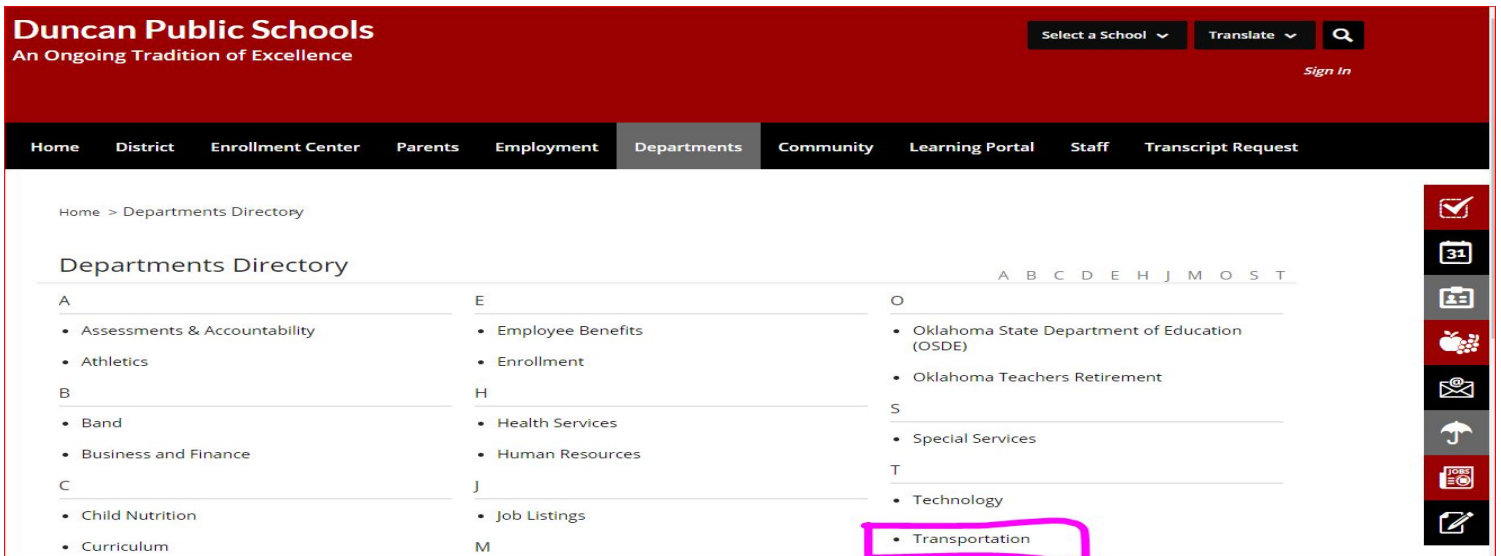
- Click on the link or go to: <https://www.duncanps.org/>
- This will bring you to Duncan Public School's home page.



- Under the horizontal list of options across the top of the screen: Choose "DEPARTMENTS"



- This will bring up Duncan Public School's Department Directory.. Choose "Transportation"



- This will lead you directly into the Transportation Page for Duncan Public Schools. *This website will be updated and revised; however for now you can find the Online Bus Application in the left column List of links.*

**Duncan Public Schools**  
An Ongoing Tradition of Excellence

Select a School | Translate | Search

Sign In

Home | District | Enrollment Center | Parents | Employment | **Departments** | Community | Learning Portal | Staff | Transcript Request

Home > Departments > Transportation > Transportation

**Transportation**

- Transportation
- **Online School Bus Application**
- So You Want To Be A Bus Driver
- Transportation Workorder
- Consent To Release Record(s)
- Transportation Request



- Then Click on “Online Bus Application”

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**Transportation**

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Click the link below to complete the new online bus application.

**Online Bus Application**

- Please read the Disclosure Statement on the application before proceeding....

# Online School Bus Application

## Disclosure Statement:

\*Student's living outside of their school zone will not be eligible for transportation to their school of choice.

\*Student's will only be transported to and from their legal primary residence that is listed on their student record.

\*Any address discrepancy with the student's records will need to be clarified with the school before a boarding pass will be approved.

\* Required

Date of Application \*

Date

mm/dd/yyyy

I am submitting this form for: \*

New Rider

- When you have completed all of the required information, please click on “SUBMIT” at the bottom of the application.

Other: \_\_\_\_\_

**SUBMIT**

Never submit passwords through Google Forms.

You will receive an immediate pop-up message that states: “Your response has been recorded.”

# Online School Bus Application

Your response has been recorded.

[Submit another response](#)

If you have additional students to enter, you will click the link “Submit another response.”

**If you are complete, please close the browser and you have successfully completed the application. If you wish to verify that your application was received, you may call our office with your inquiry.**

**Online bus application may take up to 24 hours to complete. You can come to our office and pick up your student's boarding pass as soon as your application is submitted.**

**I know that the school sites have embedded this application throughout the enrollment process; however this is a direct method to find our website. Once we are fully updated you will also find the link to RIDE360 here as well!**

**This will also be the bus application utilized throughout the school year for changing the student bus information after moving and correcting the address at the school sites, new students needing a bus pass, and returning riders.**

**Do not have access to submit application online? Don't worry! We have a computer set up and ready for parents/guardians to utilize.**

**If you have any questions or concerns, please call our office at (580) 252-3496.**

**Thank you for helping us to keep our kids safe!!!!**

**LeeAnn Millan,  
Transportation Director**