

# Request for Bus Assistant

This form should be used for requesting a **new** bus assistant or for **changes** made during the year

FAX TO : **Amy Nutter @ 594-1557 (fax)** or EMAIL TO: **amy.nutter@knoxschools.org**

( MULTIPLE REQUESTS CAN BE PUT ON ONE SHEET )



REQUEST DATE: \_\_\_\_\_

School Contact: \_\_\_\_\_

School: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name:	Employee Number	Bus Number	(Check appropriate box)		For Classified Employees only		Approved by Trans. Dept. Date
			Certified	Classified	Position	Contract Hours	

NOTES OR COMMENTS:

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\*\* THIS SHEET IS USED FOR TRACKING AND PAYROLL PURPOSES \*\*

