

Cobb County School District Transportation
Driver Transfer Request

Name: _____

Date: _____

Reason for Request: _____

I currently drive for:

District 1 District 2 District 3 District 4 District 5 District 6

I wish to transfer to:

District 1 District 2 District 3 District 4 District 5 District 6

DRIVERS WHO HAVE REQUESTED, BEEN GRANTED AND ACCEPTED A TRANSFER MUST REMAIN IN THAT DISTRICT THROUGH THE COMPLETION OF THE SCHOOL YEAR THE TRANSFER WAS APPROVED. TRANSFERS WILL BE MANDATORY ONCE OFFERED BY THE ASSOCIATE DIRECTOR AND ACCEPTED.

The guidelines given below will be followed when drivers request a transfer to another district within the Transportation Department.

1. Drivers interested in transferring districts should complete the Driver Transfer Request form.
2. Transfers may be considered whenever a vacancy occurs; however, there will be no transfers granted from mid June through mid September.
3. Review of transfers will be made by the Executive Director of Transportation or his designee and transfers granted according to the criteria as specified in #4.
4. Items evaluated when looking at a request will include, but not limited to:
 - a. Time request has been on file
 - b. Seniority
 - c. Mileage to first stop
 - d. Work performance
 - e. Ability to work with students
5. Requests will remain on the list until the transfer is granted or denied. Anyone declining a transfer will have to resubmit a driver transfer request form for future consideration.
6. During the review of vacancies, if there are no transfer requests to the district where a route is available, the supervisor will hire a new hire or from the substitute list. Transfers are from district to district. No one is guaranteed a specific school or route in a district. Once transferred to your new district, you can make the supervisor aware of schools/routes where you would like to be assigned.
7. All requests involving shifting schools, but remaining under the same supervisor do not require you to complete a driver transfer request form. These requests should be directed to your supervisor.

I verify that I am presently employed as a school bus driver for Cobb County School District and request a transfer to the new district as given above to be employed as a school bus driver. I also understand the transfer criteria as given.

Signature: _____

Date: _____

Date Received: _____

Date Approved: _____

Signature: _____ Signature: _____