

Cobb County School District Transportation  
Driver Transfer Request

Name: \_\_\_\_\_

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

Reason for Request: \_\_\_\_\_

I currently drive for:

Area 1    Area 2    Area 3    Area 4    Area 5    Area 6

I wish to transfer to:

Area 1    Area 2    Area 3    Area 4    Area 5    Area 6

**EMPLOYEES REQUESTING AND ACCEPTING A TRANSFER MUST REMAIN IN THAT AREA THROUGH THE COMPLETION OF THE SCHOOL YEAR. TRANSFERS WILL BE MANDATORY ONCE OFFERED BY THE DIRECTOR OF TRANSPORTATION AND ACCEPTED BY THE EMPLOYEE.**

The guidelines below will be followed when a driver requests a transfer to another Area within the Transportation Department.

1. A driver interested in transferring Areas 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, unless an extreme hardship exists.
3. Transfer requests will be reviewed by the Director of Transportation or the Senior Executive Director of Transportation, and transfers will be granted according to the criteria as specified in item #4.
4. Items evaluated when looking at a request will include, but not limited to:
  - a. Date of original request
  - b. Seniority
  - c. Work performance
  - d. Recent discipline concerns
  - 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. Transfers are from Area to Area. No one is guaranteed a specific school, cluster or route in an Area. Once transferred to your new Area, you can make the Area Supervisor aware of the schools/routes where you would like to be assigned.
7. All requests involving shifting schools but remaining under the same Area Supervisor do not require you to complete a driver transfer request form. These requests should be directed to your Area 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 Area listed above. I have also read and understand the transfer criteria and procedures listed on this document.

Signature: \_\_\_\_\_

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

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Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_