



 3319 Goldmine Road
 Monroe, NC 28112
 704-296-3015
 704-226-1895
 ucps.k12.nc.us

Transportation Services

TO: Property Owners/Property Owners Association

FROM: Gregory Denton, Transportation Director

Name of Subdivision/Private Road: _____

A request to travel on your private road(s) has been received by Union County Public Schools transportation office.

Public School Law 115C-246(b) “Unless road or other conditions make it inadvisable to do so, public school buses shall be so routed on state-maintained highways that the school bus, to which such pupil is assigned, shall pass within one mile of the residence of each pupil, who lives one and one-half miles or more from the school to which such pupil is assigned.” If roads other than state-maintained roads are traveled, state regulations require that certain criteria be met prior to use by public school buses.

In order for us to consider traveling your private road(s), we must have signature(s) of person(s) responsible for the maintenance of your road(s), or an individual who is solely responsible for the maintenance of your road(s).

The person(s) signing this form agrees not to hold Union County Public Schools responsible for road repairs or damages.

Once the required signatures of the property owners or the Property Owner Association has been received, and the form indicates “permission granted” the Road Status Report section of this form will be completed by the Union County Public Schools transportation department. Upon completion, a copy will be returned to you for your records.

Please complete the information on the reverse side of this letter and return it to Union County Public Schools transportation department within ten working days. A signature and phone number of a contact person must be included in order for this form to be considered.

If you are not the current owner or the person to whom this correspondence should be directed, I would appreciate any information you may have relative to this matter. I can be reached at (704) 296-3015. I appreciate your attention to this matter, and I look forward to your response.

We, the property owners of _____, give Union County Public Schools permission to operate their buses as described in the “Road Status Report” sections of this form. We will not hold Union County Board of Education responsible for road repairs or damages, and will indemnify Union County Board of Education from any claims arising from reasonable use of the roadway.



Below please find the name(s) and telephone number(s) of the property owners, or the Property Owners Association.

*****PLEASE PRINT*****

NAME	ADDRESS	PHONE

SIGNATURE AND TITLE OF AUTHORIZED PERSON TO REPRESENT PROPERTY OWNERS/PRESIDENT OF PROPERTY OWNERS ASSOCIATION: _____ PHONE: _____

DATE: _____

PLEASE CHECK ONE: Permission Granted Permission Denied

(Section Below for UCPS Transportation Department Use Only)

Supervisor's Signature: _____ Date: _____

School: _____

Bus: _____

ROAD STATUS REPORT

Road Name/Subdivision _____

Road width: Adequate___ Not Adequate___ Width___

Road Bed Surface: Paved___ Gravel___ Packed Soil___ Not Solid___

Road Bed Condition: Adequate___ Not Adequate___

Drainage Ditches: Adequate___ Not Adequate___

Turn Around: Adequate___ Not Adequate___ Not Applicable___

Permission to Travel: Yes___ No___

Union County Public Schools agrees to route the public school buses as follows:

Roads to Travel: _____

Designated Stops: _____

Turn Around: _____