



ST. TAMMANY PARISH SCHOOL BOARD
321 N. THEARD STREET
COVINGTON, LOUISIANA 70433
Phone (985) 898-3254 Fax: (985) 898-3205

Bus Driver
Transfer Request

Prior to submitting this Transfer Request Form, route information must be confirmed with the Transportation Department. If you are offered this route, you must accept or decline at the time of the call from Human Resources.

Consideration is requested for a transfer:

From: _____
(Route #)

To: _____
(Route #)

This form must be submitted to the Human Resources Department by 4:30 p.m. on or before the day of each deadline as outlined in the timeline provided in the Transfer Fair packet. A transfer form must be completed for each route of interest. Forms may be faxed to 898-3205 or scanned in an e-mail to ashley.courville@stpsb.org. Late forms will not be considered.

Employee's Name (PRINTED)

Employee Identification Number

Employee's Signature

Date

Employee's Telephone Number

For Office Use Only

Supervisor of Human Resources

Date

Copy- Human Resources Department

Copy- Employee